

TUITION EXCHANGE

Outgoing Students

2010-2011 Academic Year

As a member of the Tuition Exchange Program, dependents of Xavier employees who are eligible for full tuition remission at Xavier are eligible to be considered for tuition remission at any of the participating colleges and universities in the United States. Since the program requests that each institution maintain a balance between dependents from the home institution (exports) and students coming from other institutions (imports), there will be a limited number of slots available. **Since Xavier may not be able to accommodate all requests, the Tuition Exchange Program should not be considered as a guaranteed award.**

For the 2010-2011 academic year there will be a maximum of 3-5 exports in order to improve our balance in the Tuition Exchange Program.

The following guidelines have been established for Xavier employees who wish to apply for the program:

1. To be eligible, dependents must meet the qualifications for tuition remission at Xavier. No awards are made for individuals who are part-time employees.
2. In the event more employees apply for the program than can be accommodated, the length of employment in the University and the participation of previous family members in the Tuition Exchange programs will be the primary factors used to make the awards.
 - a. A point system has been established for determining the recipients (to be certified).
 - b. An employee will receive one (1) point for each year of full-time service. An employee will receive one-half (1/2) point for each year of part-time service.
 - c. In determining the exact number of points earned, the Program administrator will consider the points that the employee will have received when the Tuition Exchange Program will actually be claimed (i.e. beginning of subsequent academic year).
 - d. One-and-a-half (1 ½) points will be subtracted for each year that any dependent child used or is expected to use the Tuition Exchange Program.
 - e. If an employee's spouse is also employed by the University, points for expected use will only be subtracted from the point account of the sponsoring parent, to be determined by the parents.
 - f. If the child were to end his or her use of the Tuition Exchange Program prematurely, the unused points will be added back into the employee's point account.

- g. Tuition Exchange openings will be limited to one (1) dependent at a time.
 - h. The openings will be awarded to the individual(s) with the highest point total.
 - i. In the event of a tie, the employee who has not yet used the Tuition Exchange Program will be given priority over the employee who has already used this benefit; secondarily, the employee whose spouse is also employed by the University shall be given priority over the employee whose spouse is not so employed or whose spouse has less years of service. If these two mechanisms can not break the tie, a random drawing will be held.
3. Awards are normally made for four years (eight semesters). However awards can be made for a shorter period of time in the event the student is already enrolled at the receiving institution or the Liaison Officer deems a shorter award appropriate in order to increase participation. Continued participation requires an annual certification of eligibility and satisfactory academic standing at the receiving institution. Renewal forms must be completed and returned to the Human Resources office at Xavier by January 15, 2010.
4. An application for the Tuition Exchange Program must be filed with the Office of Human Resources by November 13, 2009. Applications received after the deadline will be ranked in the order the application is received in the Office of Human Resources and will be placed on the waiting list behind all on-time applicants. If additional openings become available (i.e. as a result of acceptance of additional imported students) employees will be notified of their eligibility.
5. All employees whose dependent has been certified must notify Xavier's Tuition Exchange Liaison Officer in writing of the acceptance or non-acceptance of their award by May 1, 2010. Failure to notify the Tuition Liaison Exchange Officer by May 1, 2010 may result in the award being made to another applicant.
6. If there will be a change in the dependent's participation in the program (i.e. withdrawal from the host institution, early graduation, etc.) the employee must notify the Tuition Exchange Liaison Officer.
7. Application forms will be available in the Office of Human Resources.
8. The applicant must abide by all regulations of the receiving institution.
9. Questions concerning the Tuition Exchange Program should be directed to the financial aid office; Laura Stith is the Tuition Exchange Liaison Officer. Benefits questions should be directed to Human Resources.
10. Xavier University reserves the right to modify these guidelines to insure an appropriate balance between import and export students.