Tuition Exchange Program Policy for 2015 – 2016
EXPORTS (Dependents of Tulane University Faculty/Staff)

General Information
Tulane is currently a member of the Tuition Exchange Program (www.tuitionexchange.org), a consortium of over 500 colleges and universities that offer scholarships to the dependents of faculty and staff employed at member institutions. As a member of the consortium, Tulane has agreed to maintain a balance between the number of students sponsored by Tulane (“exports”) and the number of Tuition Exchange scholarships awarded to admitted Tulane students sponsored by other member institutions (“imports”). Each year, Tulane University determines a number of imports to be offered a scholarship by Tulane and the number of Tulane faculty and staff dependents who may be considered as export students from Tulane. Tuition Exchange Scholarships are available for undergraduate study only.

It is important to understand that Tuition Exchange Scholarships are competitive and not guaranteed. Students who are sponsored by Tulane are only eligible to compete for Tuition Exchange Scholarships at member institutions and are not guaranteed either admission to a member institution nor the award of a Tuition Exchange Scholarship even if the student is admitted. It is important to understand that host institutions use their own criteria to determine the winners of the Tuition Exchange Scholarships at their institutions, and that the host institutions determine the value of the scholarships that they award.

There are TWO DEADLINES associated with each Tuition Exchange Program applicant: one for the HOST school (import application) and one for the HOME school (Tulane’s export application). The member institution for which application is made may set their import application deadline much earlier (please check with the school) than Tulane’s January 15 deadline. Tulane’s export applications for students (dependent children or step-children of Tulane faculty and staff members) applying for initial or continuing scholarship will be available by October 15 for the following academic year. Tuition Exchange Applications must be completed and submitted to the Tulane University Financial Aid Office by January 15 in order to be considered for sponsorship the following academic year. Announcements regarding Tuition Exchange Export Sponsorship will be made by January 31.

Employees of Tulane seeking the Tuition Exchange Program sponsorship for their dependents must:

- Download the Tulane Tuition Exchange Export Application (link to be activated October 15)
- Complete Part A of the application for participation, which includes providing a copy of the first page of the eligible employee’s most recent federal tax return (tax figures may be removed from copy)
- Have the dependent complete Part B of the application.
- Return the completed application form to the Tulane Office of University Financial Aid, Attn. Tuition Exchange Liaison Officer by January 15 prior to the academic year for which sponsorship is sought (IMPORTANT: Please note the deadline of receipt by the non-Tulane institution may be earlier than January, and applicants are responsible for obtaining and meeting the non-Tulane institution’s deadline).

Eligibility
Dependent children of qualified Tulane faculty and staff enrolling in college as full-time undergraduate level students are eligible to apply for participation in the Tuition Exchange Program. The definition of Dependent Children and Qualified Employee will follow the definitions currently used for the determination of Tulane Tuition Waiver eligibility for...
dependent children. Most recently, dependent children for that purpose are those who are the biological children, adopted children or step-children of a qualified employee at Tulane who are also claimed as a dependents on the qualified parent’s federal tax return; and qualified employees for that purpose include full-time Tulane faculty upon employment and full-time Tulane staff members after three years of continuous employment.

Selection
The number of applicants to be sponsored by Tulane will be determined in late January. If the number of applicants exceeds the number of available sponsorships, the selection will be based on the length of service of the eligible parent. If more than one dependent child of an eligible employee participates in the program, years of service revert to zero when the first dependent is sponsored. Service years for the second dependent are equal to the number of years of service since the first child was sponsored. If the two dependents of an eligible employee apply in the same year, then years of service may be used for only one of the applicants. If both parents are employed by Tulane and are eligible for this benefit, years of service of one parent may be used for one dependent, while the years of service of the other parent may be used for the second dependent child. In the event of ties, a lottery will be used.

Acceptance Deadline
All export students to be sponsored by Tulane must notify Tulane University by June 1 of their acceptance of a Tuition Exchange Scholarship at a member institution. A copy of the Tuition Exchange Award notice must be forwarded to the Tulane Tuition Exchange Liaison Officer in the Office of University Financial Aid. Students failing to provide this notice will have their certification withdrawn.

Yearly Renewal
Awards are made for one year only. Export renewal forms for dependents of Tulane Employees must be completed each year by January 15 for the following academic year. Continued participation will depend on yearly re-certification for eligibility, on the student’s good academic standing, and on the maintenance of the balance of the Tuition Exchange Program.
APPLICATION FOR TULANE EXPORT SPONSORSHIP FOR THE TUITION EXCHANGE PROGRAM 2015-2016

In order to receive consideration for the upcoming academic year, this application with Parts A and B completed must be submitted to the Office of University Financial Aid, Room 205. Science & Engineering Lab Complex by January 15, 2015. It is likely that the host school/s has/have an even earlier deadline which must also be met.

Part A of this application must be submitted by the Tulane Faculty or Staff member, whose dependent child wishes to be considered for Tuition Exchange program sponsorship. The Faculty or Staff Handbooks define dependent children. A copy of the first page of the employee’s current year’s federal tax return, listing the student as a dependent must accompany this application. Part B of this application is to be completed by the student.

Special note for employee and student applicants: Approval by Tulane of Tuition Exchange Program export sponsorship does NOT guarantee a Tuition Exchange Scholarship. Scholarship offers as well as scholarship continuance criteria are established and administered by the host institution. Students must apply to and be admitted by the host institution and comply with any host institution requirements regarding the materials required to be submitted by financial aid recipients and deadlines. Approval of Tuition Exchange sponsorship is dependent upon employment confirmation from WFMO and final approval of university administration. The Office of University Financial Aid will send you an initial notice of receipt of your Tuition Exchange application for sponsorship via e-mail. Once your application is approved for sponsorship, the Office of University Financial Aid will send you a confirmation letter indicating that your application has been submitted to your selected schools.

If you have any questions or concerns, please contact Cherie Plaideau in the Office of University Financial Aid at ccollet@tulane.edu or (504) 314-2346.

APPLICATION FOR TULANE EXPORT SPONSORSHIP FOR THE TUITION EXCHANGE PROGRAM 2015-2016: PART A

Part A – To be completed by Tulane Employee

Employee Name ________________________________  Employee ID # ____________________________

Personal Phone ________________________________  Address ________________________________

Street                                                                                   City          State  Zip

Date of Hire ________________________________  Years of Service ________________________________

Position/Title ________________________________  College/Dept. ________________________________

Office Phone ________________________________  E-mail ________________________________

Check (✓) all that apply: Full-time ______  Part-time ______  Faculty ______  Staff ______

Check (✓) if the return is attached: ______ A copy of the employee’s latest federal tax return, showing that the student was claimed as a dependent must accompany this application. Tax figures may be blocked out.

I have reviewed the Undergraduate Tuition Exchange Policy (http://tulane.edu/financialaid/grants/te.cfm) and agree to my obligations and responsibilities, stated in this policy. I have reviewed the Tuition Waiver (Faculty Handbook p. 129 and Staff Handbook p. 112) policy in the Faculty or Staff Handbook and currently meet the eligibility requirements for this benefit.

____________________________________________________________________________________

Employee Signature  Date
APPLICATION FOR TULANE EXPORT SPONSORSHIP FOR THE TUITION EXCHANGE PROGRAM 2015-2016: PART B

Part B – To be completed by the Student

Name ____________________________________________

Phone __________________________________________

Address __________________________________________

Street     City    State  Zip

Email _____________________________________________

Check (✓) the answer that best applies to you:     New Applicant_________ Renewal Applicant________

If you are a New Applicant, please provide your high school information

High School _____________________________ High School Graduation Date ______/_____/______

What level will your Classification be during the 2015 – 2016 academic year?

(Check ✓ one)     High School Senior  College Freshman  College Sophomore

College Junior  College Senior

List the names of the Tuition Exchange Colleges for which you are applying. Please also include the scholarship application deadline for each school. You can find links to Tuition Exchange member websites at http://www.tuitionexchange.org/schools.cfm in order to obtain the scholarship deadlines. If you are attempting to apply for the Faculty/Staff Tuition Waiver used to attend Tulane, please refer to the WFMO Tuition Waiver procedures, http://tulane.edu/wfmo/benefits/ tuition.cfm.

☐ Check here if any of your selected colleges have an import application (from you) deadline that is PRIOR to January 1, 2015

UNIVERSITY/COLLEGE NAME

1. ________________________________________________ APPLICATION DEADLINE

2. ________________________________________________

3. ________________________________________________

4. ________________________________________________

5. ________________________________________________

Student Signature _____________________________ Date __________

OFFICE USE – This faculty/staff member meets eligibility to have dependent sponsored as an undergraduate Tulane export in the Tuition Exchange Program for the academic year ________.

WFMO Representative Signature _____________________________ Date __________

OFFICE USE – This student is approved to be sponsored by Tulane for the Tuition Exchange program for the academic year ________.

Administrator Signature, Name & Title _____________________________ Date __________

v. 10/15/14