Tuition Exchange Program Policy for 2016 – 2017
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 those offered Tulane admission and 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 or 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 institution determines the value of the scholarships that they award.

There are TWO DEADLINES that must be met with Tuition Exchange applications: one for the host school (import application) and one for Tulane (export application). Immediately obtain the import application deadlines associated with each host institution, which are in many cases earlier than the deadline set by Tulane, as early as October! The member institution for which application is made may set their import application deadline much earlier (check with the school) than Tulane’s January 15 deadline. 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 of the academic year just prior to the academic year for which the scholarship is sought. For example: the scholarship application for the academic period of 2016 – 2017 will be available by October 15, 2015. Tuition Exchange Applications must be completed and submitted to the Office of University Financial Aid by January 15 in order to be considered for sponsorship. 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 Provide 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).
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(continued from the previous page)

Eligibility
At Tulane, dependents of qualified faculty and staff, enrolling in college as full-time undergraduate level students are eligible to apply for participation in the Tuition Exchange Program. Dependents are defined as the biological, adopted or stepchild of a qualified employee and who is claimed as a dependent on the qualified parent’s tax return. Qualified employees include full-time faculty upon employment and full-time 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 exchange.
APPLICATION FOR TULANE EXPORT SPONSORSHIP FOR THE TUITION EXCHANGE PROGRAM 2016-2017

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, 2016. 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 2016-2017: 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. 131 and Staff Handbook pp. 107-112) 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 2016-2017: PART B

Part B – To be completed by the Student

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<th>Student's Social Security #</th>
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Name ___________________________ Phone ________________________

Address ________________________________

<table>
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<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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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

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<tr>
<th>High School ___________________________</th>
<th>High School Graduation Date __________ / __________ / __________</th>
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What level will your Classification be during the 2016 – 2017 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 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 15, 2016

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<tr>
<th>UNIVERSITY/COLLEGE NAME</th>
<th>APPLICATION DEADLINE</th>
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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 _________.

_________________________________________ Date __________

WFMO Representative Signature ___________________________ Date __________

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

_________________________________________ Date __________

Administrator Signature, Name & Title ___________________________ Date __________