



Tuition Exchange Program

PURPOSE

The Tuition Exchange, Inc. (“TE”) Program is administered jointly by the Office of Human Resources and Enrollment Management. Tuition Exchange, Inc. (www.tuitionexchange.org) manages a national scholarship exchange program for the dependents of employees of member schools. Effective at the onset of the 2001-2002 academic year, DePaul University (the “University”) became an active participant in the TE Scholarship Program. As a participant, the University has agreed to maintain a balance between the number of its eligible dependent students certified for participation in the program (“exports”) and the number of TE Scholarships awarded to admit students certified by other member institutions (“imports”) into DePaul programs. The TE program provides dependents of eligible full-time faculty and staff members with an opportunity to apply for a TE Scholarships at participating member institutions. If a dependent child is awarded a TE scholarship by an import institution, they may attend that institution on a full tuition scholarship or at a significant tuition reduction. This is a competitive scholarship program based on employee eligibility and acceptance by the import institution. It is important to understand that each TE Program institution uses its own criteria to determine the selection of recipients and the value of the TE Scholarship.

GUIDELINES

Eligibility/DePaul University as the Sponsoring Institution

Dependent children of full-time faculty and staff with at least one year of service and who are pursuing their first bachelor’s degree may apply for a scholarship at participating “host” schools. Full-time faculty and staff must have attained at least one year of cumulative full time service as of **October 1st*** of the current academic year for a dependent to apply for the following academic year. For the purpose of the policy, dependent children are defined as follows:

(1) Unmarried biological or adopted children, current stepchildren, or children under legal guardianship, (2) under age 23 as of the date of enrollment, and (3) must be eligible to be claimed by the employee as either a Qualifying Child tax dependent or a Qualifying Relative tax dependent (per IRS rules- refer to the Tuition Waiver policy) for the year prior to enrolling.

Duration of Tuition Exchange Scholarships

A TE scholarship generally covers four years (twelve academic quarters or eight semesters) of full-time undergraduate education for first year students, including study abroad, and is limited to the host university’s full-time tuition amount or cap determined by The Tuition Exchange, Inc. However, eligibility may be limited to fewer than twelve quarters if the University fails to enroll an appropriate number of TE students from other institutions. The University has the right to

limit certification commitments to fewer than twelve quarters. Certification is renewed each year.

Maximum Scholarship

The TE Scholarship will not exceed a maximum of twelve academic quarters or eight semesters.

Some Reasons a Dependent child May Not Receive a Scholarship

- A dependent child does not meet the chosen institution's admissions requirements.
- The chosen institution may have awarded all available scholarships.
- DePaul University may have exported more TE students than it has accepted as imports, and may have to curtail or totally restrict additional certification of the TE candidates.
- The eligible employee ceases to be benefits eligible.

Termination of the TE Scholarship

The award will cease when an employee no longer meets the eligibility requirements. When an employee separates from full-time status, a dependent who may have already been certified, accepted, and enrolled at a host institution will be supported for the remainder of the term, unless the employee meets the criteria for retirement (see below). If separation from full-time employment occurs before the student is certified eligible or while the student is applying for a scholarship, eligibility for the award will end.

If an employee dies or becomes totally disabled (as defined by approval from the university's insurance carrier for long-term disability benefits), a dependent who may have already been certified, accepted, and enrolled at a host institution may continue to complete the maximum scholarship of twelve academic quarters or eight semesters at the host university.

If an employee retires between the age of 55 and 61 with a minimum of 20 years of cumulative full time service, or at age 62 or older with a minimum of 10 years of cumulative full time service, a dependent who may have already been certified, accepted, and enrolled at a host institution may continue to complete the maximum scholarship of twelve academic quarters or eight semesters at the host university. Dependents not already in the program at the time of the employee's retirement are not eligible for TE.

How to Apply

To be eligible for consideration, the dependent child must comply with all admission and financial aid requirements of the host institution.

- The Office of Human Resources' Tuition Exchange Liaison Officer will provide all full-time faculty and staff with TE guidelines and deadline information before September 1st of the year prior to the academic year of enrollment.

- Interested dependents of eligible employees must submit an online application on or before October 1st, using the Tuition Exchange EZ Application Process. There is a limit of 10 institutions per application:
 - Use the following link for the EZ Application Guide and Instructions to use the Tuition Exchange portal to set up your account and track your applications to your selected universities: [EZ-Application Instructions and Podcast](#)
 - Log into the portal and apply via the EZ-App process, inputting your final selection of up to 10 colleges/universities: <https://telo.tuitionexchange.org/apply.cfm>
 - After the application period closes on October 1st, DePaul reviews the applications for eligibility and to determine if a lottery is necessary.

- If the number of applications exceeds the number of scholarships available, a weighted lottery system, based on an employee's years of service, will be used to determine who will be reviewed by the import institution to possibly receive a scholarship. If both parents are working at DePaul full-time, the employee with the most years of service will be considered for the lottery. The following criteria will be used to determine the number of lottery entries:
 - 1-5 years of service – 1 entry
 - 6-10 years of service – 2 entries
 - 11-15 years of service – 3 entries
 - 16 or more years of service – 4 entries

- The Office of Human Resources' Tuition Exchange Liaison Officer will notify the employee and certify students as TE Candidates with each institution at which the student seeks a scholarship. **PLEASE NOTE: Dependent children of faculty/staff members who are chosen for the lottery and/or on the waiting list are not guaranteed a scholarship. TE scholarships are competitive. In addition to being selected in the lottery, the dependent must meet the admissions requirements of the receiving institutions. Institutions may have established additional requirements such as higher academic standards or limit awards to just a few new students each year.**

- If a lottery is held, the Office of Human Resources will send the Notification/Form to employees immediately following the lottery drawing. Employees that have been awarded a slot in the TE program must return completed form to the Human Resources' Tuition Exchange Liaison Officer by November 1st.

- If the dependent child is accepted by the import institution, the employee must notify the Tuition Exchange Liaison Officer, in writing or by e-mail, regarding acceptance of a TE scholarship by June 1 preceding the academic year of the scholarship.

- Dependent children who were not initially selected but who still choose to enroll in a TE institution may reapply for a TE scholarship for the following academic year.

Recertification

Although DePaul's certification of a dependent ("export") for participating in the TE Scholarship program is given with the intention that the student will hold the award for eight (8) semesters, the student's eligibility must be re-certified each academic year. The TE scholarship will be automatically recertified annually unless the following occurs:

- The student did not meet the importing institution's eligibility requirements
- The student decides not to continue their enrollment in the importing institution
- The employee no longer meets our eligibility requirements outlined in this policy
- The employee is no longer employed at DePaul University (*exception – see "Termination of the TE Scholarship" section*)

A dependent child who has been awarded a multi-year certification can only be denied re-certification for renewal for a legitimate cause.

For Imports to DePaul University

The TE program places no limit on the number of import scholarships the University may award. The limit will be established jointly by Enrollment Management and the Office of Human Resources. DePaul University's Enrollment Management Office will select incoming students eligible for a TE scholarship. The scholarships are awarded for four years for first year students of undergraduate studies, including study abroad, and do not apply to other fees.

DePaul University will offer TE imports full tuition remission or the amount set by Tuition Exchange, Inc., whichever is lower. Please keep in mind that The School of Music and The Theater School's tuition is higher than other DePaul University programs.

Courses and Programs Not Included in Tuition Exchange

Externally offered courses at other institutions where DePaul University has any financial obligation to remit tuition dollars to the offering university is excluded from tuition remission. This includes:

- Illinois Institute of Technology (IIT)
- Northwestern Memorial Hospital Clinical Schools

The student will be responsible for any tuition and costs associated with these courses.

For additional details, please visit the Tuition Exchange page located at go.depaul.edu/benefits.

Note: The University also became a participant in the CIC Tuition Exchange Program at the start of the 2015-2016 academic year and discontinued participation after the 2016-2017 academic year, due to low utilization. Approved scholarship recipients for the CIC Tuition Exchange Program will be honored on a grandfathered basis.