The Tuition Exchange Benefit

Regis University is a member of the Tuition Exchange, Inc. program. Dependent children of Regis University employees who are eligible for full Employee Tuition Benefit (ETB) are eligible to be considered for an exchange scholarship at one of the more than 500 participating colleges and universities in the United States. Dependents eligible for partial ETB are not entitled to this benefit.

The program requires that each participating institution maintain a balance of dependents from the home institution (exports) and students coming from other institutions (imports), so it is likely that there will be limited slots in some years. Because Regis may not be able to accommodate all requests, the Tuition Exchange Program should not be considered a guaranteed benefit.

General information about the Tuition Exchange, as well as a listing of participating colleges and universities, is available on the Tuition Exchange web site: www.tuitionexchange.org.

Application Guidelines

- 1. Employees must complete the Employee Tuition Benefit (ETB) application in the Department of Human Resources for their dependent children before December 1st of the dependent child's senior year in high school in order to be considered "on-time" for the application. Conversely, the ETB form should not be submitted to the Department of Human Resources earlier than the summer prior to the dependent child's senior year in high school. Institutions will not consider a student until all admission requirements have been met.
 - The dependent must also sign the ETB form.
 - A list of colleges and universities the student is interested in should be attached to the application.
- 2. Students seeking a Tuition Exchange award must apply for admissions to each institution at which they wish to be considered. Apply early. Tuition Exchange scholarships are limited and not automatic. Each institution has its own process for scholarship selection. Many institutions choose their scholarship recipients based on the academic profile of the applicant. Contact the school directly with any questions.
- 3. The benefits coordinator in the Department of Human Resources will verify eligibility and forward the ETB application to the Tuition Exchange liaison officer in Enrollment Services Financial Aid.
- 4. After the December 1st deadline, a scholarship counselor will notify applicants of the status of their eligibility.
 - First priority will be given to applicants based on continuous full-time seniority. All eligible employees who meet the December 1st deadline will be ranked in order by years of service.
 - Applicants who are not selected will be placed on a waiting list.
 - A scholarship counselor will certify eligibility on-line.
- 5. Once the various institutions receive a certification letter, they will communicate directly with the student. Scholarships are not automatic. Each member school awards scholarships according to their own established guidelines. Schools may also place Tuition Exchange scholarship candidates on a waiting list.
- Recipients of Tuition Exchange awards should pay careful attention to the terms and conditions set by the
 granting institution. Most awards have an eight-semester maximum. Some institutions require annual renewal
 applications. Applications must abide by all regulations of the receiving institution.
- Some institutions charge processing fees. In addition, tuition at the college or university may exceed the scholarship amount if it exceeds the cap allowed by Tuition Exchange, Inc. (the optional cap for 2005-2006 is \$22,600)
- 6. The Tuition Exchange liaison officer will access the alternative list in priority order when either a chosen application withdraws from the Tuition Exchange process or if Regis University has not reached its determined limit by mid-April.
- 7. Annual recertification of any employee's child who is participating in the Tuition Exchange is required each year though the Department of Human Resources and Financial Aid. ETB forms must be submitted by December 1 each year for the following year's eligibility. Students will ordinarily be able to remain in the program for eight semesters. Continued participation depends upon yearly certification of eligibility and the student's satisfactory academic standing at the host institution.
- 8. Please notify Enrollment Services Financial Aid by May 1 on the status (offers, rejects, denied) of his or her application for the Tuition Exchange.