



#### 4.10 – Policy on Tuition Exchange

##### **Purpose**

The purpose of the Tuition Exchange Scholarship Program is to give the opportunity for full-time employees and their spouses or dependents to earn a degree. Wesley College participates in the program with 590 colleges/universities to make that a reality. Wesley participates in the Tuition Exchange Program as well as the CIC Program.

##### **Applicability**

All full time employees and their dependents are eligible for consideration in the Tuition Exchange Program.

##### **Policy Statement**

Employees are eligible for undergraduate and graduate courses; dependents and spouses are only eligible for undergraduate courses. Due to the limited number of Tuition Exchange Scholarship Program awards each academic year, not all applications will result in certification to apply for a Tuition Exchange Scholarship Program award at an exchange institution.

To apply for a Tuition Exchange Program award, the student:

- must qualify as a child and be shown as a dependent on the employee's federal income tax return (eligible children are children born to the College employee and not adopted by another or children adopted by the College employee prior to the commencement of the academic year), or be the spouse of a current full-time employee. In addition, the full-time employee must have completed six months of continuous full-time service with the College prior to the first day of classes for which Tuition Exchange benefits are sought;
- must not have been previously awarded eight semesters;
- must be under the age of 23, if a dependent;
- must have met the established requirements for admission to the participating exchange university/college;
- must, once admitted, continue to meet any existing requirements to maintain satisfactory academic progress at the participating exchange university/college; and,
- must have completed the FAFSA form and turned it in to the institutions to which the student has applied.

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### Export Application Details

The application covers the academic period for the next fall semester and should be completed and returned by the date on the application.

The individual seeking to be exported or have dependents exported, must meet the requirements listed on both the application and those stated above. The employee must be full time and have completed six months of continuous service.

1. Applicants will be considered based upon availability and the full-time employment seniority of the employee submitting the application. In cases where submissions are equal in seniority and availability is limited, applications will be considered on a first-received basis.
2. When multiple dependents from one family are submitted for consideration, first-year, first-time students will be given first priority. If the individual voluntarily declines Tuition Exchange in the previous year, s/he will be placed at the bottom of the wait list in the new year.
3. Transfer students will be considered only in the case of remaining unfilled spots. It is important to check with the attending (importing) school to confirm that it will consider a transfer student as eligible for tuition exchange.
4. In the case where an employee/applicant is placed on a waiting list, the employee/applicant will be made aware of where s/he is on "the list" at the time with the understanding that the position could change if applications received later contain a higher level of seniority.

This program is regulated by The Tuition Exchange organization and rules may change from time to time. If this policy is in conflict with the rules of The Tuition Exchange organization at any time, the rules established by The Tuition Exchange organization will prevail.

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