

The George Washington University **Tuition Exchange Program**

TUITION EXCHANGE POLICY AND PROCEDURES **For "Export" Students Enrolling at Member Institutions**

The George Washington University is a member of The Tuition Exchange Program, Inc., a national organization that administers multilateral tuition remission scholarships for employees of member colleges and universities. The GW agreement with the Tuition Exchange Program, Inc. (TE) will permit four to six students each year to enroll in baccalaureate degree programs at participating institutions throughout the country. Eligible personnel may apply to receive TE scholarships for legally dependent children under age twenty-four (24). Eligible personnel include regular staff, regular faculty, regular research personnel, retirees, and eligible affiliated groups.

All students must meet the academic standards and criteria of the admitting institution. Scholarships are available for a maximum of four years (eight semesters) of full-time academic study in undergraduate degree programs. Enrollment must be re-certified annually. Students must be admitted as full-time baccalaureate degree candidates at TE member institutions in order to be eligible for this program. Only one dependent per family may participate in the TE program in any given academic year.

Eligibility for Tuition Benefits under the Tuition Exchange Program, Inc.

Except as specified, all eligibility requirements for dependent use of the GW tuition benefit program apply to the TE program. *Eligible personnel may apply for scholarships in the academic year following four years of continuous employment in a regular full-time or part-time benefit eligible position.*

In order to apply for participation in the TE program, all eligibility requirements must be met prior to the first day of classes at the George Washington University, as determined by the Student Accounts Office, in conjunction with the Benefits Administration Department. Dependent children must be under age twenty-four (24) at the beginning of each academic year in order to maintain eligibility.

All personnel must maintain eligibility for tuition benefits at the George Washington University for the full duration of the scholarship period in order to receive full benefits under the TE program. In the event that an eligible employee terminates employment or loses GW benefit eligibility while receiving benefits under the TE program, the employee will be responsible for the balance of tuition through the terminating semester as determined by the admitting institution.

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Scholarship Duration & Benefit Coverage

GW will award four to six (4-6) new TE scholarships each year for undergraduate education in each academic year. Each scholarship is awarded for a maximum of eight (8) semesters to cover four academic years of full-time undergraduate study at participating TE institutions. Eligible students will receive fewer semesters as required to complete the baccalaureate degree if they enter the TE program as transfers. GW does not sponsor graduate study, inter-session courses, summer school and study-abroad semesters under TE.

Because the university must balance the number of TE students it "exports" to other member institutions with those it "imports" for enrollment at GW, the number of scholarships available for eligible GW dependents in any academic year will be limited. TE scholarship availability is dependent on the number of spaces at the admitting institution. The duration of TE scholarships is also dependent upon the import/export ratio.

Once a TE scholarship has been awarded, enrollment must be re-certified annually by the GW TE Liaison Office.

The GW TE Liaison Office and Benefits Administration department will confirm certification for returning students no later than January 31st prior to the next academic year. In addition to the sponsoring employee being re-certified, renewing TE students must maintain required academic and behavioral standards of the admitting institution to qualify for re-certification.

Scholarship Value

Each TE member institution determines the value of the scholarship it awards to each incoming student and records this on the *Tuition Exchange Scholarship Application/Certification Form*. Copies of this form will be forwarded by the home institution to the GW TE Liaison Officer and the student. Benefits vary by member colleges and universities, and may include the costs of room, board, and other expenses, as determined by the institution. Before accepting a TE scholarship, employees and their dependent students should clarify all financial responsibilities of the admitting institution. Students are responsible for any costs that exceed the awarded benefit level.

Tuition Exchange Application and Selection Criteria

Employees and their eligible dependents must complete and comply with all application and admission procedures required by the Tuition Exchange Program, Inc., the admitting institution, and other requirements specified by the TE Liaison Officer at the George Washington University. TE scholarship candidates must apply for admission to each member college they wish to attend, and complete any financial assistance documents that the institution requires.

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Employees sponsoring a dependent child for application must complete the *GW Tuition Exchange Preliminary Application for Tuition Benefits* and submit to: Benefits Administration Department, 45155 Research Place, Suite 160, Ashburn, VA 20147 / Fax: (571) 553.8385 / E-Mail/Scan: tuition@gwu.edu. Preliminary applications are accepted from mid-spring to mid-fall semester. Application acceptance dates are updated and posted each year at, <http://benefits.gwu.edu/tuition-exchange>.

Employees are permitted to submit applications for more than one eligible dependent child. If the employee is selected for candidacy and all dependent children are granted admission to a participating TE institution, the employee must determine which dependent child will receive the scholarship award. TE scholarships are limited to one eligible dependent per academic year.

Each application will be ranked based on the employee's adjusted service date and forwarded to the TE Liaison Office in the Office of Student Financial Assistance. Daniel Small, Associate Vice President of Student Financial Assistance, is the TE Liaison Officer for GW. The Office of Student Financial Assistance is located in Rice Hall, 3rd Floor, 2121 Eye Street, NW, Washington, DC 20052. The phone number for the TE Liaison Office is (202) 994-7850.

Selection Procedures

1. Four to six dependent children will be selected from the applicant group each academic year as candidates eligible to pursue TE scholarships. Candidate decisions will be made following review of the applications submitted by the TE open enrollment deadline. All eligible applicants will be notified of their candidate status prior to the end of the fall semester.
2. The candidates will be selected based on the length of service of their sponsoring parent or legal guardian, using the adjusted service date, as outlined in the *Supervisor's Guide*.
3. Applicants who are not selected as candidates will be ranked on a wait list using the adjusted service date. Applicants on the wait list will be notified by the TE Liaison Officer if a candidate opening becomes available.
4. Completion of the application for participation in the TE program does not guarantee selection as a candidate, nor admission to selected colleges and universities participating in the program.
5. Selection as a candidate eligible to pursue a TE scholarship also does not guarantee final selection as a TE scholarship recipient. Final selection is determined by the TE member institution. Therefore, it is dependent upon the admission decision and availability of TE scholarships at member institutions. Dependent children of GW employees must meet admission requirements of participating TE institutions and are subject to all academic rules, regulations and fees, which may apply. They must also be accepted by the TE institution as an "import" student eligible for a TE scholarship.

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6. In the event that any or all of the top candidates are unable to enroll in the TE program in the year of application, eligibility will be offered to applicants on the wait list.
7. A candidate who is admitted to a participating TE institution but is unable to participate because there are no available scholarship spaces may retain top candidate status for two academic years from the date of admission. Candidates whose children were admitted to a participating TE institution, but not selected as TE scholarship recipients are *required* to submit the TE application for the next academic year to maintain active candidate status.
8. Except as specified above, candidate status is not transferable from one academic year to the next. All other decisions will be based on the adjusted service dates of applicants in each academic year.
9. Failure to comply with any of the application procedures and requirements may result in forfeiture of eligibility for the applicable academic year.

Benefit Eligibility

1. The unmarried dependent child must be the natural, legally adopted child, or stepchild of the employee or a child for whom the employee is the legal guardian. The child must be legally dependent upon the employee, or employee's spouse or domestic partner, for support as defined by the Internal Revenue Service statutes and regulations. Dependent children must be under age twenty-four (24) at the beginning of each academic year to maintain eligibility for the TE program. Selected employees are allowed to have one eligible dependent in the TE program per academic year; simultaneous TE scholarships for additional dependents are not permissible. Employees may be asked to provide supporting documentation of dependent status.
2. In the event of termination or transfer to an ineligible status, the employee becomes ineligible for all GW tuition benefits, including the Tuition Exchange Program, Inc. Financial adjustments must be made in coordination with the admitting institution.
3. Benefit eligibility for GW retirees who are entitled to receive dependent benefits will be calculated based on the years of adjusted service prior to retirement.
4. In the event of death of an eligible employee who is sponsoring a dependent through the TE program, benefits for the program will be extended through completion of the baccalaureate program or the full eight semesters, whichever occurs first. The sponsored dependent must maintain continuous enrollment at a TE member institution and fulfill all other requirements of the GW TE program to retain eligibility.

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5. Questions related to academic aspects of the TE program should be referred to the TE Liaison Officer in the Office of Student Financial Assistance at (202) 994-7850. Questions related to benefit eligibility should be referred to the Benefits Administration Department at (571) 553-8382.
6. Some tuition benefits may be subject to federal, state and/or local taxation.