



## **Tuition Exchange Inc. - Guidelines used by Belmont University**

The Tuition Exchange Inc. (TE) provides a national scholarship exchange program for dependents of full-time faculty and staff among its members. Currently there are over 600 colleges and universities participating.

Tuition Exchange scholarships are recognized as merit scholarships and as such follow the same guidelines. Scholarships are awarded to students who have a record of academic achievement and have the recognition of educational leaders. Recipients are expected to maintain a substantial course load of academic subjects to a maximum of 16 hours.

The award for freshman is renewable for four years (eight consecutive semesters) of study toward an undergraduate degree. Any awards made to transfer students are noted as to the number of semesters of eligibility at the time of the award. **Scholarship renewal is reviewed annually in the Spring semester and a minimum cumulative grade point average of 3.0 of work completed at Belmont must be maintained.** In addition to the academic renewal criteria, TE students must meet all recertification requirements of their home institution, meet all required deadlines for recertification and must be current in payment of charges not covered by the TE scholarship to Belmont University.

As a member institution, Belmont's obligation is to maintain a balanced exchange pattern - a reasonable match between student "exports" and student "imports". Exports are defined as eligible dependents of a full-time faculty or staff working at Belmont University who is enrolled at a Tuition Exchange Inc. member institution. Imports are defined as TE eligible students attending Belmont University from another member institution. Belmont University may not export more students than it imports.

Export students must seek admission to the member institution, which determines admission procedures, admission standards and whether the student receives a TE scholarship. **There is no guarantee that the student will be admitted to the university or awarded a TE scholarship.** Each TE University sets its own application deadlines, standards, and determines how many TE scholarships will be offered from their institution.

## Exports:

The following guidelines are applicable to Belmont University employees who wish to participate in the program:

**Eligible Employee** - any employee currently employed full-time as faculty or staff at Belmont University who has completed 4 or more years of full-time service as of September 1 of the academic year for which they are applying for their dependent child.

**Eligible Dependent** - any dependent child born to an employee (currently employee or deceased), legally adopted by an employee, or for whom legal guardianship can be documented. A dependent is defined as a child who is claimed by the employee on the most recent Federal income tax form. The first dependent child of an eligible employee will be placed in **Tier 1**. Employees with more than one dependent will have subsequent dependents placed in **Tier 2**.

**Applicant** – An eligible dependent who has applied for full-time undergraduate student status to a college or university that participates in the Tuition Exchange Inc. program. Export eligibility will be determined by Belmont's Tuition Exchange committee.

**Scholarship Award** - TE scholarships will not exceed a maximum of 8 semesters per eligible dependent. Scholarships are not granted for graduate study, non-degree study or a second undergraduate degree. Scholarships are renewed based on the student meeting recertification requirements. Current recipients of TE scholarships have priority over new applicants. A TE scholarship is generally awarded to only one child of an eligible employee at a time, based on availability, and each child must undertake the eligibility and application process. Should an eligible employee have more than one dependent apply for the TE scholarship, the second dependent will be placed in a Tier 2 status. Eligible participants in Tier 1 will be given priority and reviewed on an annual basis. If an employee leaves Belmont's employment other than for retirement or death and has a child on a TE scholarship, the employee's eligibility expires and the scholarship will continue only through the current semester. If an employee retires or dies while his/her eligible child has a TE scholarship, that student can continue up to the maximum of 8 semesters as long as all other requirements are met.

Preference for TE scholarships is for one child per family. Belmont employees themselves and their spouses are not eligible to receive a TE scholarship.

**Prior Years of Service** - Belmont University will count prior years of service at another TE institution to meet the 4 year service requirement for employee eligibility in Tier 2.

**Application deadlines** - all TE "export" application materials must be received by the Belmont Liaison Officer no later than November 15 to be eligible for

consideration. The eligible employee must notify the TE Liaison Officer **each year** of their intent to recertify by completing the Belmont University TE forms.

**Number of TE export applications** - the Tuition Exchange Committee has the authority to determine TE eligibility using a standard process for all applicants. The committee will make decisions concerning which applicants will be selected as TE exports from Belmont University. In the event of a dispute, appeals can be made to the Provost.

If the number of export applicants is equal to or less than the number of TE scholarships available from Belmont University, each eligible student will be given the opportunity to apply for a TE scholarship at a TE member institution. **The receiving TE university makes all decisions concerning how many TE scholarships they will award and whether to accept a student based on their admissions criteria.**

If the number of export applicants exceeds the number of TE scholarships available from Belmont University, all eligible candidates will be first put into their respective Tier based on years of service at Belmont University. Eligible candidates in Tier 1 will be given first priority and selected through a lottery system. After all eligible candidates in Tier 1 have been selected, if TE scholarships remain, then candidates from Tier 2 will be selected through a lottery system. The Tuition Exchange committee will have the authority to make selection decisions.

Continuing TE students must maintain the institution's standards for academic performance and personal conduct and other terms and conditions of the scholarship.

## **Imports:**

The following guidelines are applicable to those individuals who wish to use a TE scholarship to send their children to Belmont University:

All students seeking to use a TE scholarship at Belmont University must meet all TE eligibility and application requirements from the sending college.

Students must meet all standard admissions criteria and deadlines for entrance into Belmont University. Students must be degree seeking, full-time undergraduate students.

Tuition Exchange scholarship applications must meet Belmont's application deadline. **The deadline for receiving the application for admission and TE certifications for initial fall admission is December 1.**

The award for import freshmen is renewable for four years (eight consecutive semesters) of study toward an undergraduate degree and is awarded in four annual stipends. Any awards made to transfer students are noted as to the

number of semesters of eligibility at the time of award. The annual amount is divided into two parts applied equally in the fall and spring semesters. The scholarship does not cover summer terms. This stipend may only be used to cover charges for tuition. Imports are responsible for payment of all class fees and student fees required by the university. If the student registers for more than 16 credit hours, he/she is responsible for any overage charges at the published tuition rate. The scholarship is not increased to cover additional charges for study abroad or program fees; therefore, the student should discuss interest with the office of Student Financial Services before planning a study-abroad experience.

Renewal of the scholarship is reviewed annually after the Spring semester. In the event a scholarship recipient does not meet the required 3.0 average at the end of the spring term, he or she may attempt to raise the GPA by attending the summer term at Belmont, without scholarship support. If the required GPA is not attained by the end of the summer, the student has a one-semester grace period during the next fall term in which to raise the GPA to 3.0. Improving the GPA to the requirement continues the scholarship. Failure to meet the GPA requirement after the grace period will result in the permanent loss of the scholarship but will not affect enrollment at Belmont or other financial assistance for which the student may be qualified. In addition to the academic renewal criteria, TE students must meet all recertification requirements of their home institutions, meet all required Belmont TE deadlines for recertification and must be current in payment of charges not covered by the TE scholarship to Belmont University.

TE students are encouraged to apply for and receive all forms of federal and state financial aid for which they are eligible. Those who are eligible for a full TE scholarship must choose between financial aid administered by Belmont that may be available to them and TE scholarships. Financial aid is administered by Belmont if the aid program meets any of these three conditions: 1) The program is privately funded; 2) The funds are controlled by the university; or 3) Belmont coordinates the selection of recipients of the aid program. This aid may appear on the award letter sent to the student by the university. Scholarships funded, managed and awarded exclusively by third parties such as churches, businesses, and civic and community organizations are not considered "aid administered by Belmont" and may be applied to the student's educational expenses at Belmont. These forms of aid do not appear on the award letter from the university. Any questions regarding scholarship eligibility should be directed to the Office of Student Financial Services.

**TE scholarship recipients for the fall semester will be notified by April 1 and decisions to accept the scholarship must be received in writing by Belmont University no later than May 1.**

If a parent leaves employment of the exporting institution other than for retirement or death and has a child on a TE scholarship, the employee's eligibility expires and the scholarship will continue only through the current semester. If an employee retires or dies while his/her eligible child has a TE scholarship, that student can continue up to the maximum of 8 semesters as long as all other

requirements are met.

## Leave of Absence Requests:

Students who have been awarded a Tuition Exchange scholarship who meet the following criteria may request permission for a leave of absence:

- must be in good academic standing
- completed at least one full term of enrollment at Belmont University
- has an involuntary need to be absent from the university for a period of time
- fully expects to return to complete requirements for the degree

A Leave of Absence Request form requesting must be completed by the student. Leave of Absence Request form can be obtained by contacting Belmont Central or the Office of the Registrar. **A letter of explanation and an official letter confirming status, (for example, a physician's recommendation letter in support of a medical LOA) is also required at the same time from the student.** All documents must be submitted to Belmont Central no later than two weeks prior to the first day of class for the term in which the leave is requested. Students planning to study elsewhere while on leave **must have prior approval** if credits are to be transferable.

A leave of absence is granted only on the basis of an involuntary circumstance or demonstrated hardship.

While on leave, all correspondence regarding the leave of absence status will be mailed to the address listed in the Belmont administrative system. It is mandatory that the student maintain current information with Belmont Central.

A leave of absence is for **one term only**. Requests for an additional term must be requested in writing to the Office of the Registrar **prior to the end of the first semester on leave**. Extensions for one additional term will be granted only upon presentation of exceptional circumstances (i.e. LOA form, letter of explanation and official supporting documents)

Students on leave are considered as students eligible to enroll the next semester. As such, students are not required to reapply to the university for the subsequent term. Failure to enroll for the next eligible term causes the student to be withdrawn from the university at the date the leave was granted. This action may result in penalties in aid, insurance, loans and other areas predicated on a student's enrollment.

Belmont University Tuition Exchange Scholarships are not retained during the term of the leave; however, upon return to the university, the scholarship is reinstated for future terms. For example, a second semester sophomore on leave would have used three semesters of scholarship. Four semesters would remain for future use. The scholarship for the semester of leave would not carry forward. All other

forms of aid (i.e. institutional, state or federal) cannot be carried forward and must be reapplied for each year.

A leave of absence is granted at the discretion of the University Registrar in consultation with other administrative offices.

Federal aid recipients must notify Student Financial Services upon return to Belmont University of their intent to use federal aid. Students must be enrolled at least half time for eligibility.

Students planning to reside in campus housing must notify Residence Life prior to returning to Belmont University. Students must be enrolled as full time status for housing eligibility.

The student is responsible for any remaining charges or additional charges not yet applied to the account, in accordance with Belmont's published payment policy/statement of liability.

The leave of absence request becomes effective upon return to Belmont Central with **all required signatures. It is the responsibility of the student to submit all required documents.**