Tuition Exchange (TE) was chartered in 1954 as a nonprofit corporation which promotes and monitors exchange scholarships for faculty and staff dependents at participating colleges and universities. Over 600 colleges and universities from forty-seven states, the District of Columbia and three countries participate in the TE program.

The Tuition Exchange Program provides the opportunity for eligible dependents to receive undergraduate scholarships at one of the member institutions (hereafter referred to as the host institution). The TE Program is a scholarship, not a fringe benefit provided by Louisiana Tech University, the home/sponsor institution.

Acceptance into the TE Program will be for first baccalaureate degrees only. Participants for graduate study, non-degree studies or second undergraduate degrees will not be considered. Participation in the program will generally be for four (4) successive years of education (that is, twelve quarters, eight semesters or the equivalent) as long as the student is enrolled and in good academic standing at the host institution. Any eligible dependent not currently utilizing the TE Program is eligible to apply at any point during their undergraduate studies for the upcoming fall term.

ELIGIBILITY

- Dependent children: shall be limited to children claimed on the employee’s federal income tax return, or the children named to receive support for education in either separation agreement or divorce decree issued by a court.
- Active Employees: Full-time faculty and staff who have completed five (5) years of full-time employment are eligible to apply for participation in the TE Program on behalf of their dependent children.
- Termination of Employment: An employee who separates from employment before an eligible dependent child enters the TE program will not be eligible for participation in the program. If the student has been certified and accepted by the host institution, participation will be limited to one year. If a person separated from employment while an eligible dependent child is a participant in the TE Program, eligibility will be continued for the current academic year only (the academic year in which the employee terminated his/her employment).
- Death of an Employee: If an employee dies before her or his dependent child has completed their education through TE, the child will be permitted to remain in the program. Dependents of deceased employees may be eligible to participate in TE under current university policy guidelines.
Certification of eligibility does not guarantee acceptance at the host institution or assure acceptance into the TE Program.

VALUE OF A TUITION EXCHANGE SCHOLARSHIP

In most cases, the scholarship value matches tuition at the host institution but does not include for example, room, board, special fees, or any non-tuition expenses. However, because of the substantial range of tuition for member institutions, Tuition Exchange has developed a policy which attempts to address perceived inequities. Under this policy, high-tuition colleges and universities are permitted to award less than full tuition but not less than an amount established each year by the TE Board of Directors. These “minimum values” for TE scholarships are based on analyses of tuition at all member institutions and are announced a year in advance. This information is posted on the TE website: http://www.tuitionexchange.org/scholarship.cfm.

Families are also encouraged to check with each potential host institution regarding their TE guidelines because each host institution determines its own TE policies.

DURATION OF A TUITION EXCHANGE SCHOLARSHIP

A TE Scholarship will cover four successive undergraduate years, but Tuition Exchange has the right to limit the number of students or years of eligibility to new incoming or outgoing students if the number of incoming students is not in balance with the number of students in the TE Program going to other colleges and universities. TE would also have the right to reduce the number of colleges available in the program. Eligibility must be recertified each year. Host institutions have the right to terminate TE scholarships if students do not meet clearly articulated standards of academic performance or personal conduct. These limitations or restrictions will be clearly stated on the Certification Form that will be provided to you by the host institution if you are approved for a TE Scholarship.

APPLICATION PROCEDURES

The eligibility of each student applying for a TE scholarship must be certified by the TE Liaison Officer (at Louisiana Tech that is currently the Dean of Enrollment Management) based on the Application to Participate in Tuition Exchange (TE) Program for Louisiana Tech University Employee Dependents. This application can be obtained in the Enrollment Management Office or downloaded from the University’s website http://www.latech.edu/enrollment-management. The application can be completed as early as September 1 of the year preceding the anticipated college matriculation but not later than January 5. Again, you are encouraged to check with each host institution to which you are applying for information about their application deadlines and procedures.

In the event that the number of qualified dependent children of Louisiana Tech employees exceeds the available openings into the Program, employee selection will be determined by a weighted lottery system as follows:
• Eligible employees will receive one lottery ticket for each year of full-time service
• Years of service will be determined on a fiscal year basis
• Lottery tickets will be drawn until all available openings are filled
• When the lottery is needed, employees may have only one dependent child in the program at a time
• Children who have two eligible parents employed full-time at Louisiana Tech may be entered into the lottery, one by each parent

NOTIFICATION PROCEDURES

Notification of acceptance into the TE Program will begin February 1. All selected participants are encouraged to respond to the Tuition Exchange program acceptance in writing as soon as possible but no later than May 1. Those students not accepted into the TE Program will be placed on a TE waiting list and will be notified as soon as possible after May 1 if any openings become available.

You will be notified separately by the host institutions to which you applied if you are approved for a TE Scholarship from that college/university. The conditions for accepting the award will be clearly stated on the Certification Form that will be provided to you by the host institution.

ADDITIONAL INFORMATION

For additional information about Louisiana Tech’s program, please contact:
Pamela Ford
Enrollment Management
P. O. Box 3146, Ruston LA 71272
(318) 257-3031
prford@latech.edu
http://www.latech.edu/

Additional information about the Tuition Exchange program in general can be found on the TE website at: http://www.tuitionexchange.org/