

## THE JACKSONVILLE UNIVERSITY TUITION EXCHANGE PROGRAM

The Tuition Exchange (TE) provides a reciprocal scholarship exchange program for family members of over 630 colleges and universities located in 46 states and the United Kingdom.

The primary obligation of a member institution is to maintain a balanced exchange pattern, a reasonable match between student "exports" and student "imports". A member institution may import as many as it wishes. It may not, however, export more than it imports. Institutions with many candidates seeking TE Scholarships usually limit awards offered.

All students must apply for admission to the institution they wish to attend and that institution determines admission and admission procedures.

The following guidelines are applicable to JACKSONVILLE UNIVERSITY employees who wish to participate in the TE program.

1. **ELIGIBLE EMPLOYEE:** Any currently employed Jacksonville University full-time faculty, admin, or staff, who has completed 1 year of continuous full-time service at the time of application.
2. **FAMILY MEMBER:** Any child born to an employee, legally adopted by an employee, or for whom legal guardianship can be documented. Benefits for the dependent child must be applied for before age 25.
3. **CANDIDATE:** The dependent child who has been certified (sponsored) by Jacksonville University for full-time undergraduate degree study at a college or university that participates in the Tuition Exchange program. Or employee who has been certified by Jacksonville University for enrollment in a graduate degree program of study at a college or university that participates in the Tuition Exchange program. Scholarships are not granted for non-degree study or second undergraduate degrees.
4. **MAXIMUM SCHOLARSHIP:** TE scholarships will not exceed a maximum of 8 traditional semesters per candidate for undergraduate study and a maximum of 5 semesters for graduate study. TE scholarships will be awarded to only one family member at a time.
5. Tuition Exchange Liaison Officer is: the director of financial aid
6. By September 15 of the academic year prior to the year for which the employee is applying, family members of Jacksonville University faculty and staff who wish to be considered for TE will notify the TE Liaison Officer of intent and formally register.
7. By November 1 of the academic year prior to the year for which the employee is applying, Jacksonville University will be in a position to determine how many new students can be certified.
8. If the number of applicants is equal to the number of slots available, each applicant will be given the opportunity to seek a TE scholarship and Jacksonville University will sponsor the prospective student by certifying him or her as a TE Candidate and sending notice of certification to as many as four (4) TE member schools to which the candidate has applied (or plans to apply).
9. If the number of prospective candidates exceeds the number of slots, candidates will be selected on the following priority ranking:
  - a. First priority will be given to applicants based on employment seniority of the faculty/staff member.
  - b. Among applicants whose parents have the same year of seniority, priority will be determined by financial need as measured by the Free Application for Federal Student Aid (FAFSA).
  - c. Last priority will be given to student with family members who have already received a TE scholarship.