Frequently Asked Questions
Tuition Exchange Scholarship Program – For Faculty & Staff/Retirees

1) What is the Tuition Exchange Scholarship Program?

The Tuition Exchange (TE) provides a reciprocal scholarship exchange program for eligible children of full-time faculty/staff or of eligible retirees among its members of over 600 colleges and universities located in 47 states, the District of Columbia, the United Kingdom and United Arab Emirates.

2) Which universities and colleges participate in the Program?

Over 600 universities and colleges are currently members of the program. A complete listing of participating institutions as well as other information is available at the Tuition Exchange web-site.

3) When does the program begin?

LMU’s participation commences with the 2011-2012 academic year, beginning with the Fall 2011 Semester. No TE scholarships are available for academic year 2010-2011.

4) Who is eligible to participate?

At LMU, children who are eligible to receive tuition remission at LMU (e.g., children of full-time faculty and staff or children of eligible retirees) are eligible to participate in the TE program.

5) How is TE different from tuition remission?

The TE program is a competitive scholarship, not an employee benefit. TE membership confers only the right to apply for a TE Scholarship. It does not guarantee that the employing institution will be able to sponsor all eligible children in a given year, or that the institutions to which a student applies will admit the student and/or award a TE scholarship.

6) What is sponsorship?

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 students as it wishes. It may not, however, export more than it imports. In order to maintain the balance, the exporting institution determines how many students it will sponsor as candidates for a TE scholarship. It is possible that not all eligible children will be sponsored as TE Candidates in any given year.

7) How many candidates will LMU sponsor for academic year 2011-2012?

Based on tuition exchange guidelines, LMU may sponsor up to 3 candidates. The sponsored candidates are then certified to the schools they have identified on their application form. The importing school determines whether it will award a tuition exchange scholarship and will advise the candidates of the decisions. Information regarding each school’s deadlines and processes can be found on the Tuition Exchange web-site.
8) How does TE eligibility relate to admissions and vice versa?

Tuition Exchange eligibility does not qualify an eligible child for admission, nor does an offer of admission to a participating university guarantee a Tuition Exchange Scholarship award. Application for admission and for a TE scholarship are separate processes that are the responsibility of the applying student.

9) What is the value of the Tuition Exchange Scholarship?

The Tuition Exchange Scholarship awards are competitive and are based on policies set by each member institution. Most scholarships cover full tuition for four-years (eight semesters) of undergraduate education at the host institution, but not special fees, course overloads or room and board charges. Each year the Tuition Exchange national office establishes a minimum dollar value that every participating institution must provide. That amount is available on the Tuition Exchange web-site. Any difference between TE scholarship value and the actual tuition must be paid by the student's family.

Applying students should contact the "importing" institution to request information regarding the terms of the Tuition Exchange Scholarships awarded by their institution.

10) How can I find out if there are any program limitations?

It is the student’s sole responsibility to comply with the procedures for tuition exchange scholarships set by other institutions. The receiving institution sets the number and criteria for award decisions. Each University’s policies and procedures vary. Information about any special requirements or conditions from a participating school can be obtained from their TE Liaison Officer. For information regarding Liaison Officers at other institutions, please contact the LMU Liaison Officer, Sara Trivedi at 310.568.6105 or strivedi@lmu.edu.

11) What is the procedure for seeking the program’s benefits for academic year 2011/2012?

NOTE: The application and admission processes for the “importing” institutions and any requirements and requisite costs are the applying student’s sole responsibility.

A. The eligible parent fills out the Tuition Exchange Application Form posted on MYLMU/HR and submits it to the Liaison Officer in HR no later than November 15, 2010.

B. The Liaison Officer certifies the number of applying students that can be sponsored for the given year. Notification of sponsorship/denial of sponsorship is sent to the eligible parent.

C. The Liaison Officer notifies the “importing” institutions (listed on each sponsored Candidate’s Tuition Exchange Application Form) that the sponsored student(s) is eligible for a TE scholarship electronically by December 1st.
D. The Liaison Officer at the "importing" university will notify the student if a Tuition Exchange Scholarship has been awarded to them. Participating members determine the dates applicants are informed that they have been awarded a Tuition Exchange scholarship. For specific information regarding the procedures that participating institutions use to grant Tuition Exchange Scholarship awards, please contact that university's Liaison Officer. Each university's policy varies.

12) **What are the key points of the program from the student's viewpoint?**

These are:

A. To be eligible to apply for sponsorship for the Tuition Exchange Scholarship program, the student must be eligible for full tuition remission at the “home” university.

B. The “home” university must sponsor the student’s application for TE scholarship. The number of sponsored candidates will vary from year to year, depending on the status of the balance between “imports” and “exports.”

C. The student must satisfy the "importing" university's standards for admission before he/she can become qualified for the Tuition Exchange Scholarship program.

D. **Eligibility and admission to a participating university does NOT guarantee that a Tuition Exchange Scholarship award will be granted.**

13) **How is the program administered?**

A. The University appoints a Tuition Exchange Scholarship Liaison Officer. The Liaison Officer’s responsibilities are to:

   1) Maintain records of Tuition Exchange Scholarship awards (incoming and outgoing) by institution
   2) Set policy for the Tuition Exchange Scholarship program
   3) Settle disputes regarding Tuition Exchange Scholarship awards
   4) Present an annual report to Tuition Exchange, Inc.

Further questions about the Tuition Exchange Program may be directed to the LMU Liaison Officer, Sara Trivedi at 310.568.6105 or strivedi@lmu.edu.