The Loyola Marymount University Tuition Exchange Program Guidelines

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.

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 Loyola Marymount University employees who participate in the TE program.

1. ELIGIBLE CHILD: A child or step-child of a full-time faculty or staff member or eligible retiree. In order to be eligible, a dependent child must be 25 years of age or younger at time of matriculation (defined as the date the dependent child is accepted into the program for which they seek tuition remission benefits, provided that he/she does not defer admission).

2. ELIGIBLE EMPLOYEE: Any full-time faculty or full-time, regular staff member currently employed at LMU. NOTE: The faculty/staff member must be employed in a full-time (faculty) or full-time, regular (staff) status on the date the application is reviewed and certified by the Liaison Officer.

3. ELIGIBLE RETIREE: An individual who was, at time of retirement, at least 65 years of age and a benefits eligible faculty or staff member with 10 years of service with the University (or 5 years of service with the University if hired at age 55 or older).

4. CANDIDATE: The applying student of an eligible employee who has been certified (sponsored) by Loyola Marymount University as eligible for a TE scholarship for full time degree study at a college or university that participates in the Tuition Exchange program.

5. MAXIMUM SCHOLARSHIP: TE scholarships will not exceed a maximum of 8 semesters of undergraduate study per student. Scholarships awarded by LMU are not granted for graduate study, non-degree study or second undergraduate degrees.
6. LMU’s Tuition Exchange Liaison Officer is: Sara N. Trivedi, EEO Specialist, Department of Human Resources, 310.568.6105, strivedi@lmu.edu.

By September 15th of each academic year, eligible faculty, staff or eligible retirees with a child who wishes to be considered for TE sponsorship will notify the TE Liaison Officer in writing by filling out and submitting to HR the Tuition Exchange Application Form posted on MYLMU/HR.

**PLEASE NOTE:** For scholarships for the academic year 2011/2012, Tuition Exchange Application Forms will be accepted until November 15, 2010. Because time is of the essence, late forms will not be considered.

7. By December 1st of each academic year, Loyola Marymount University will be in a position to determine how many new students can be sponsored and certified as eligible to apply for a TE scholarship for the following year.

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 Loyola Marymount University will sponsor the prospective student by certifying him or her as a TE Candidate and sending notice of certification to as many as five (5) 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:

   1. First priority will be given to applicants based on the eligible employee/eligible retiree’s years of continuous service as measured from the most recent hire date in a full-time (faculty) or full-time, regular (staff) status (“years of continuous service”).

   2. Among applicants whose parents have the same years of continuous service, priority will be determined by the Free Application for Federal Student Aid (FAFSA).