Loyola Marymount University (LMU) is beginning its first year as a member of the Tuition Exchange (TE) Program. The TE program provides the opportunity for eligible children of full-time faculty/staff or of eligible retirees to apply for undergraduate scholarships at one of the participating member institutions. A list of over 600 colleges and universities that participate in the TE program can be found on the TE website: www.tuitionexchange.org

What is the Program

The TE program is a scholarship program, not an employee benefit provided by LMU. Eligible children of full-time faculty/staff or of eligible retirees may apply for participation in the TE program. It is possible that not all of the eligible children interested in seeking Tuition Exchange scholarships will be certified as TE Candidates (sponsored) by LMU. TE is a reciprocal program and LMU is required to balance the number of individuals sent out on the exchange (exports) by an equal number of imports over the most current five-year period. If it is necessary to limit certification of TE Candidates to a subset of eligible applicants, priority will be based on the related family member’s years of continuous service as measured from the most recent hire date in a full-time (faculty) or full-time, regular (staff) status.

This year, based on tuition exchange guidelines, LMU can sponsor up to three individuals for certification as a TE Candidate.

How Do I Apply and What Are the Deadlines?

If you have a child who wishes to be considered for sponsorship for the TE program:

- Fill out the Tuition Exchange Application Form posted on MYLMU/HR, and
- Submit the Tuition Exchange Application Form to HR no later than November 15, 2010.
- **PLEASE NOTE:** There are schools whose deadlines for tuition exchange scholarship certification are before December 1st. Because time is of the essence, late forms will not be considered.

Candidates will be selected based on the related family member’s years of continuous service as measured from the most recent hire date in a full-time (faculty) or full-time, regular (staff) status.

Candidates not selected for sponsorship, if any, will receive notice of that decision in November. The 3 candidates LMU sponsors will be informed of their selection in November. The LMU Liaison Officer will certify the 3 candidates to the institutions each candidate listed on their Tuition Exchange Application Form. Please be mindful of the fact that at some schools TE Scholarships are highly competitive and certification does not guarantee a scholarship offer or admission to the school. **It is the applying student’s sole responsibility to comply with the procedures for tuition exchange scholarships set by other institutions.** The “importing” institution will inform the candidates if they have been awarded a TE scholarship.