

TUITION EXCHANGE

Guidelines for Participation-Harding University

Harding is a member of the Tuition Exchange, Inc. (TE), a national scholarship exchange program for children of full-time faculty and staff, with members from approximately 600 colleges and universities. This is a tremendous opportunity for Harding families but it is important to realize this is not a guaranteed benefit.

A major mission of Harding's TE program is to provide assistance to our children who wish to study elsewhere. An important part of the college experience, for some, is an opportunity to enter an academic setting "away from home." Obviously, families give up one of their benefits of Harding's tuition discount if admission is sought elsewhere. With TE, this may be alleviated. Colleges and universities participating in this program have agreed to waive some or all tuition for participants from other member institutions. Some partner institutions also waive room and board. Partner institutions waive up to the level determined yearly by Tuition Exchange – which for 2011-2012 is \$30,500 and for 2012-2013 is \$31,000.

The primary obligation of Harding and each member institution is to maintain a balanced student exchange pattern. That means keeping a reasonable match between students from Harding going to other schools (exports) and students coming to Harding from other schools (imports). A member institution may import as many as it wishes. It may not however, export more than it imports. Because of that, Harding may have to limit the number of TE Scholarships awarded if we have more applicants from faculty and staff families (potential exports) than we have student imports.

Harding has established a detailed list of procedures and priorities to help make this program as easy and fair to all employees as possible. Participants need to know from the beginning that there are many factors that affect a student's ability to begin and remain in the program.

Please note: The guidelines for children of full-time faculty and staff attending Harding University are unchanged by Harding's participation in the Tuition Exchange. Please see the TE Liaison Officer for further details.

A. Definitions

1. **Eligible Employee:** Any currently employed Harding University full-time faculty or staff member who has completed at least one (1) calendar year of service at Harding University and is at the maximum discount benefit level. Your one-year anniversary must be by August 15th preceding the use of a TE scholarship.
2. **Child:** Any child born to an employee, legally adopted by an employee or for whom legal guardianship can be documented.

3. Applicant: The child of an eligible employee who has applied for full-time undergraduate study to a college or university that participates in the TE program. Scholarships are not granted for graduate, non-degree study or second undergraduate degrees.
4. Maximum Scholarship: TE scholarships will not exceed a maximum of four years (semester tuition remission “units” or “slots”) per eligible student.
5. Tuition Exchange Liaison Officer: David Ross, Director Office of Human Resources.

B. Procedures:

1. By February 1 of current academic year, children of Harding University faculty and staff who are seeking admission to a partner institution will notify the TE Liaison Officer of intent to apply for a TE scholarship for the following year by completing the Preliminary Application available from the TE Liaison Officer.
2. The TE Liaison Officer will verify the eligibility and seniority of the employee/parent.
3. Harding University will determine the number of available “units” available for the upcoming academic year. The number of available “units” or “slots” will be determined by the current number of “Harding University “imports” and “exports”; correspondingly, these will vary from year to year. Slots will be assigned to applicants. These will correspond to the number of scholarships available.
4. By March 1 of the current academic year, the selection of TE candidates will be made.
 - a. If the number of applicants is equal to the number of TE scholarships available, each applicant will be given the opportunity to apply for a TE scholarship.
 - b. If the number of applicants exceeds the number of TE scholarships candidates will be selected on the following priority ranking:
 - (i) First priority will be given to students who are already enrolled in a member institution and who are holding a TE scholarship. The student must also be in good academic standing (at least a 2.0 on a 4.0 scale).
 - (ii) Second priority will be given to applicants based on employment seniority of the parent. Seniority is based on the number of years of full-time service at Harding University. A family can be awarded one new TE Scholarship based on seniority.
 - (iii) Last priority will be given to employees who are seeking two or more new TE Scholarships.
 - c. A lottery system will be used with one ticket for each year of service to Harding. Tickets will be drawn until all available TE slots are filled.

- d. Applicants not chosen as TE recipients will be placed on a waiting list as alternates for the upcoming academic year in accordance with the priority ranking in item b. above.
 - e. In the event that a TE recipient chooses to attend a non-TE institution or otherwise forfeits the right to receive a TE scholarship, alternates will be reconsidered for any available slots.
 - f. Alternates who are not selected may reapply for a TE scholarship for the following academic year in accordance with the priority ranking described in item b. above.
5. The TE Liaison Officer certifies the eligibility of selected applicants to apply for a TE scholarship. The selected applicants will complete a “Scholarship Certification & Application” that is available from the Office of Student Financial Planning and, upon completion return it to the TE Liaison Officer. Failure to return this form in a timely fashion may result in forfeiture of application.
6. Selected applicants must accept the TE scholarship award in writing by April 1 for the upcoming academic year and notify the TE Liaison Officer of the decision to enroll in a TE member institution. Applicants who do not meet this requirement will forfeit their awards to alternates on the waiting list.
7. Students will ordinarily be able to remain in the program for four years. But continued participation depends upon yearly certification of eligibility the student’s adequate academic standing at the host institution and Harding University’s ability to attract sufficient “imports” to offset or balance its “exports”. Accordingly, renewal forms must be completed and processed in a timely manner every year. Harding hopes to be able to continue students on the TE for their enrollment time at their host institution.
8. Eligibility to apply for a TE scholarship is determined by Harding University. However TE scholarships are granted by the **host** institution. Harding cannot guarantee that any applicant, no matter how well qualified, will receive a TE scholarship from the host institution that may choose to restrict its imports if their number exceeds exports.
9. Continued participation in the program is contingent upon maintaining a GPA of at least a 2.0 on a 4.0 scale. Each recipient who is awarded a TE scholarship must submit an academic transcript to the TE Liaison Officer within one month after the end of each academic year. If a student fails to maintain a 2.0 GPA for the current semester, they will be placed on TE probation. If their GPA for the next semester is not at least 2.5, they will lose their eligibility for TE and will not be permitted to reapply.
10. If a TE recipient takes a leave of absence or withdraws from school, the student must notify the TE Liaison Officer at both Harding University and the host institution immediately.

11. TE applicants who qualify to receive aid from other sources (excluding loans) in excess of 50% of the total cost of tuition, room, board, and fees are not eligible to receive a TE scholarship. For example, if a student should receive an academic or talent scholarship from an institution for a full scholarship, the student would not be eligible for a TE scholarship.
12. Harding University reserves the right to modify these Guidelines to insure an appropriate balance between “import” and “export” students.
13. Upon final selection by Harding as the export school, the candidate agrees to pay the TE service fee for each year of participation in the program. The fee will be paid prior to the beginning of the school year.

C. Checklist Summary

1. Check out institutions that participate in Tuition Exchange at www.tuitionexchange.org and complete appropriate admission applications.
2. Complete the “Preliminary Application” form available from the Tuition Exchange Officer by February 1.
3. By March 1, Harding will select the TE scholarship winners that are approved to go to other schools.
4. Contact institutions of interest and inquire if they can accept you as a TE scholarship winner. Complete a “Scholarship Certification & Application” form available from the TE liaison officer.
5. Wait for confirmation from the institution you are applying to regarding your TE scholarship.
6. Accept the TE scholarship award in writing by April 1.

If you have any questions regarding Tuition Exchange, Inc., contact:

David Ross, Tuition Exchange Liaison Officer
Harding University, Ezell Building, Room 130
Box 12257, HU, Searcy, AR 72149
(501) 279-4380