

BRYANT UNIVERSITY
TUITION EXCHANGE PROGRAM

REVISED 8/08

The **Tuition Exchange Program (TEP)** at Bryant University has been established to provide a college education for dependent children of eligible employees at institutions other than Bryant University which are members of the incorporated organization known as Tuition Exchange.

This is an employee benefit, and each employee is allowed one slot in the lottery drawing. In those instances where an employee has more than one child who is eligible for that particular drawing, the employee is still allowed only the one slot in the drawing.

ELIGIBILITY: - **Dependent children of benefits eligible employees.** For the purpose of determining eligibility, the following definitions will be used: "**Eligible Employees**" include employees who are scheduled to work at least 1,000 hours during the fiscal year and are not temporary employees.

The term "children" includes natural and legally adopted children to age 23 provided that financial dependence on the employee/parent can be demonstrated. Ordinarily, children meeting the requirements of dependency set forth by the Internal Revenue Service will qualify under the Tuition Exchange program.

Approval will be made for credits leading to an undergraduate degree only. All students must be full-time students.

WAITING PERIODS: There is a two-year waiting period for all eligible employees. An employee will be eligible to receive a scholarship following their benefits eligible employment for two continuous years without a service break.

SCHOLARSHIP AVAILABILITY: - The number of scholarships allowed is based on a balance of the number of children from member TEP institutions attending Bryant University (imports) and the number of Bryant University employees' children attending other member TEP institutions(exports). The number of scholarships awarded may vary accordingly.

SCHOLARSHIP AWARDS: - The amount of the award is equal to the amount of Bryant University's annual tuition charge or the Tuition Exchange Program maximum annual tuition limit, whichever is less. In no instance will the award exceed the amount of tuition charged by the member institution.

Certain TEP member institutions may require some reimbursement towards tuition besides the scholarship amount. Financial aid awards may be included by the particular college and university in determining scholarship awards. All TEP member institutions require full reimbursement for room and meals.

GUIDELINES FOR IMPLEMENTATION OF THE TUITION EXCHANGE PROGRAM

1. Since many of the criteria for TEP scholarships are beyond the control of Bryant University, actual receipt of a scholarship, no matter how well qualified the applicant, is not assured or guaranteed.
2. The number of participating students is announced annually. The number of available scholarships is based on the balance of tuition exchange "imports" and exports" and may vary from year to year.
3. Applicants for the Tuition Exchange program must **apply to the Bryant University Tuition Exchange Program Liaison Officer, Carla L. Gardner, in Human Resources, by the second Friday in September, of each year to participate during the ensuing academic year. COPY OF APPLICATION(S) TO THE MEMBER INSTITUTION(S) MUST BE ATTACHED TO TEP APPLICATION.**
4. A TEP Advisory Committee implements the program, and is composed of:
 - a) an admissions office representative
 - b) a financial aid office representative
 - c) a faculty representative
 - d) a staff representative
 - e) a representative from the Bursar's Office
 - f) The tuition exchange program liaison officer
5. Applications are approved for a maximum of two semesters only. A recipient falling below the required cumulative 2.50 academic standing at the end of the academic year will not be eligible for TEP renewal scholarship. Transcripts must be submitted to the Liaison Officer at the end of each semester. Renewal forms must be completed yearly, however, once a dependent has been selected for an exchange scholarship, he or she will not lose his/her award provided minimum academic standing of cumulative 2.50 on a 4.00 system is maintained. **An official transcript must be** forwarded to the tuition exchange program liaison officer at the end of each academic year (by July 1 at the latest).
6. An employee/parent may have one (1) student participating in the program at any one time.
7. **SCHOLARSHIP SELECTION PROCEDURE:** - Awards of scholarships are determined in the following order:
 - a) Application: If the number of applicants is less than or equal to the number of scholarships available, all applicants are accepted as long as they meet all other criteria.

- b) Lottery: If the number of applicants exceeds the number of scholarships available, the Advisory Committee implements a lottery system whereby selection is made randomly. All applicants will be slotted at the time of the lottery. When the number of scholarships available is determined, applicants will be notified a) of receipt of a scholarship or b) what position their child holds on the waiting list.

- c) The order selected is maintained for substitution if any of the following occurs:
 - 1. the student is not accepted to a member institution
 - 2. the student does not maintain the defined academic standing
 - 3. the employee leaves the employ of Bryant University
 - 4. the student marries and/or is no longer a dependent
 - 5. the institution withdraws from the TEP program.
 - 6. other

- 8. All selected participants must accept the tuition exchange award in **writing** by May 15. Copy of the student's acceptance from the TEP member institution must accompany this acceptance. Any student not meeting this requirement will forfeit his/her award to alternates.

- 9. Contacts, procedures, information and forms for Tuition Exchange Scholarships may be downloaded from the Human Resources website at <http://hr.bryant.edu> and Select On-Line Forms. If you do not have access to the website you may obtain the forms from the Human Resources Office.

- 10. While it is intended that this program will continue indefinitely, Bryant University reserves the right to modify procedures or discontinue the program to specific employees at any time.

- 11. All other policies of the Tuition Exchange Program and its participating members will prevail.