

Tuition Exchange Program

Boston University is a member of the Tuition Exchange Program, Inc. (TE), a national organization that administers tuition scholarships for dependent children of employees from member colleges and universities.

Each year Boston University's agreement with the Tuition Exchange Program, Inc. permits up to ten (10) students who are planning to enter their first year of college the following academic year to enroll in undergraduate degree programs at over 580 participating colleges and universities located in 46 states and the United Kingdom.

Eligibility

If you are a regular full-time employee with an appointment of nine months' or more duration, your dependent children are eligible to apply to participate in the Tuition Exchange Program if you will have completed at least sixteen months of service prior to the start of the Fall semester at Boston University. Only one dependent per family may participate in the Program at a time.

Your eligible dependent children are those whom you claim as exemptions on your federal income tax return during the calendar years in which they are enrolled in undergraduate degree programs through the Tuition Exchange Program. Only your unmarried dependent children or stepchildren who are under

age 27 qualify for this program.

Your dependent children are not eligible for additional benefits as a dependent child of another employee eligible for Tuition Exchange benefits.

Proof of Relationship Requirement

Proof of relationship to the employee must be provided for eligible unmarried dependent children. The employee must provide the following:

- A copy of the dependent's birth certificate, or
- A copy of the adoption certification, or
- A copy of the most recent tax return listing your dependent(s).

These documents will be kept in confidential files in the Benefits Section of the Office of Human Resources.

Age Limit for Dependent Children

Dependent children are no longer eligible for benefits under this Program after the end of the semester in which they reach age twenty-seven. The exceptions to this provision are:

Military Service For unmarried dependent children who are honorably discharged veterans, the period of eligibility will be extended beyond age twenty-seven by the number of months of their military service, up to a maximum of forty-eight (48) months.

How the Program Works

Students must be admitted as full-time undergraduate degree candidates at Tuition Exchange member institutions in order to be eligible for this program.

All students must apply to the institution in which the dependent child is interested and meet all admissions criteria of the admitting institution. Scholarships are available for a maximum of four years (eight semesters/twelve trimesters) of full-time academic study in an undergraduate degree program. Summer Sessions are excluded from this scholarship.

Enrollment must be re-certified annually. This means that you must maintain eligibility for Tuition Exchange benefits at Boston University for the full duration of the scholarship period in order to receive full benefits under the Tuition Exchange program.

Once you have satisfied the Boston University service requirement described above, each of your eligible unmarried dependent children may take up to eight semesters or twelve trimesters through the Tuition Exchange Program, as long as they apply, are admitted to, and are enrolled in an undergraduate degree program at a participating Tuition Exchange Institution. However, only one of your dependent children may participate in the Tuition Exchange Program at any given time.

Having a child participate in the Tuition Exchange Program does not preclude your other child (ren) from participating in the Tuition Remission Plan, at Boston University, at the same time.

Boston University will award up to ten (10) new Tuition Exchange

scholarships for undergraduate education in each academic year. Each scholarship is awarded for a maximum of eight (8) semesters or twelve (12) trimesters to cover four academic years of full-time undergraduate study at participating Tuition Exchange institutions.

Because the University must balance the number of Tuition Exchange students it “exports” to other member institutions with those it “imports” for enrollment at Boston University, the number of scholarships available for eligible dependents of Boston University employees in any academic year is limited. Tuition Exchange scholarship availability is dependent on the availability of spaces at the admitting institution.

The maximum semesters available for Tuition Exchange benefits are aggregated with Tuition Remission benefits received at Boston University. Therefore, your eligible dependent child may not receive more than eight semesters/twelve trimesters of combined Tuition Remission and Tuition Exchange benefits.

If your employment ends before the first day of classes, and your dependent elects to enroll or continue enrollment at a participating institution, your dependent will be responsible for the full tuition for the courses taken that semester, as determined by the admitting institution. If your employment ends before the last day of classes during a given semester, your dependent’s benefits will continue until the end of that semester.

Scholarship Amount

Each Tuition Exchange member institution determines the value of the scholarship it awards to each incoming student and records this on the Tuition Exchange Scholarship Certification Form. Benefits vary by member institution. There is a minimum amount set by the Tuition Exchange, Inc., (\$29,000 for the 2009/2010 academic year). Schools with tuition rates higher than this amount may opt to award only the minimum. Students are responsible for any costs which exceed the awarded benefit level.

How to Apply for Tuition Exchange Benefits

1. Review the list of Tuition Exchange institutions available at the Tuition Exchange, Inc. website at www.tuitionexchange.org.

2. Complete and submit the Boston University Tuition Exchange Preliminary Application to the Office of Human Resources. This application must be received by the Office of Human Resources no later than December 15 *prior to the beginning of the academic year for which you are applying.* *Example: Applications for Fall 2009 must be received by December 15, 2008.*

3. Tuition Exchange scholarship candidates must apply for admission to each member institution they wish to attend and complete any financial assistance documents required by that institution.

Selection Process

Up to ten (10) dependent children who are planning to enter their first year of college the following academic year will be selected from the applicant group each academic year as candidates eligible to apply for Tuition

Exchange scholarships. Applicant decisions will be made following review of the application submitted by the deadline of December 15. All eligible applicants will be notified of their status no later than December 21.

First priority will be given to applicants whose sponsoring employee has the greatest length of employment service at Boston University. Length of service is based on years of continuous full-time service at Boston University. Among the applicants whose sponsoring employees have the same length of continuous service, priority will be determined by whether another dependent of the employee has used the scholarship. If all selection criteria are equal, a lottery system will be used. Applicants who are not selected will be placed on a wait list using length of service and will be notified if an opening becomes available.

Once a Tuition Exchange scholarship has been awarded, enrollment must be re-certified annually by the Boston University Tuition Exchange Liaison Officer. Certification must be confirmed for returning students no later than January 15 prior to the beginning of the next academic year. Renewing Tuition Exchange students must meet all required academic and behavioral standards of the admitting institution to qualify for re-certification.

Completion of the application form for participation in the Tuition Exchange program does not guarantee selection as a candidate, nor admission to the selected participating institutions. Selection as a candidate eligible to receive a Tuition Exchange scholarship also does not guarantee final selection as a Tuition Exchange scholarship recipient. Final selection is determined by the Tuition Exchange member institution. Your dependent children must meet admission requirements of participating Tuition Exchange institutions and are subject to all academic rules, regulations, and fees which may apply. They must also be accepted by the Tuition Exchange

institution as an “import” student eligible for a Tuition Exchange scholarship.

In the event that any or all of the top qualified applicants are unable to enroll at an institution participating in the Tuition Exchange program in the year of application, eligibility will be offered to applicants on the wait list.

*Special Provisions
Protecting Benefits for
Dependent Children*

Once your dependent children begin receiving benefits If you retire from the University at age fifty-five or later and have completed ten (10) or more years of continuous service with the University after age forty-five, your eligible unmarried dependent children may continue to receive tuition exchange benefits in an undergraduate degree program pursuant to terms specified herein.

If you should die while employed at the University, or are receiving disability benefits from the University’s Long-Term Disability Plan, your eligible unmarried dependent children may continue to receive tuition exchange benefits through the semester subject to the Program’s limits, as long as they remain eligible. In subsequent semesters, your years of continuous service up to the time when you became disabled or die, will be used to determine the number of additional semesters, up to a maximum of eight semesters/twelve trimesters for which each child is eligible in

accordance with the following table:

Employee’s years of continuous service	Number of semesters per child
3 but less than 6	2
6 but less than 9	4
9 but less than 10	6
10 or more	8

Paid Leaves of Absence and Sabbaticals

Tuition Exchange benefits continue while you are on an approved leave of absence with pay. Tuition Exchange benefits also continue if you are a faculty member on an approved sabbatical with pay. In addition, the period of time you are on leave of absence or sabbatical will count toward any service requirements specified in the Program.

Administrative Information About the Program

Type of Program

The Boston University Tuition Exchange Program is an unfunded educational assistance program. It is not subject to the provisions of the Employment Retirement Income Security Act (ERISA) of 1974.

Program Amendment or Termination

Boston University intends to continue the Tuition Exchange Program indefinitely; however, the University reserves the right in its discretion to amend, suspend, or terminate the Program at any time.

For Additional Information

For additional information concerning the Tuition Exchange Program, contact the Benefits Section of the Office of Human Resources.