Saint Louis University is a member of the Tuition Exchange Program beginning with the fall 2001 semester. Dependents of Saint Louis University employees who are eligible for dependent tuition remission are also eligible to apply for certification for Tuition Exchange Program awards at any of the over 480 participating colleges and universities in the United States. Because the Tuition Exchange Program requires each institution to maintain a balance between dependents from the home institution and students coming from other institutions, it is necessary to limit the approval for Tuition Exchange Program certifications to ten (10) per academic year. Because of these limitations, the Tuition Exchange Program should not be considered an entitlement.

The Tuition Exchange Program Benefit Plan may provide benefits to a child of a full-time faculty, full-time staff or emeritus faculty member who meets the following requirements. The student must,

1. qualify as a child (eligible children are children born to the University employee and not adopted by another or children adopted by the University employee prior to the commencement of the academic year) of a current or former full-time faculty or staff member who, prior to the first day of classes for the term for which tuition exchange benefits are sought, meets one of the following criteria:

   a. He or she is a full-time faculty or staff member who has completed three years of continuous full-time service with Saint Louis University immediately prior to the first day of classes for which tuition exchange benefits are sought; or
b. He or she is a former full-time faculty or staff member who was employed for more than seven consecutive years by Saint Louis University and he or she terminated employment with the University by reason of his or her death or by reason of retirement upon or after the attainment of age 60; or
c. He or she is a newly hired full-time faculty or staff member whose child is currently receiving Tuition Exchange benefits through the Tuition Exchange program of a participating Tuition Exchange University at which the faculty or staff member was previously employed; and

2. must not have been awarded a Bachelor's degree; and
3. must have met the established requirements for admission to the participating Tuition Exchange University; and
4. must, once admitted, continue to meet existing requirements to maintain satisfactory academic progress at the participating Tuition Exchange University; and
5. must not have reached his or her 25th birthday.

If the number of eligible applicants seeking Tuition Exchange Program certification is equal to or less than ten, all applicants will be approved for certification to apply for a Tuition Exchange Program award. In the event that more eligible employees apply for the program than can be accommodated, the following rules will be applied to establish certification priority. Newly-hired full-time faculty or staff members described in Section 1.c. will be certified first, and then eligible applicants with the longest, continuous full-time service at Saint Louis University will be certified first to apply for a Tuition Exchange Program award. If an eligible employee presently has one dependent
receiving tuition remission through the Tuition Exchange Program, additional dependents will be rank ordered below the last eligible applicant until the sibling's slot becomes available. In the event that employees applying have the same service date, ties will be broken by a lottery system, drawing one name at a time.

Tuition Exchange Program awards are limited to a maximum of eight semesters of continuous, full-time undergraduate enrollment (including semesters of continuous, full-time undergraduate enrollment through another participating Tuition Exchange University’s program) or until completion of a baccalaureate degree, whichever occurs first. Consult the Tuition Exchange Liaison Officer at the exchange institutions where the student may enroll to ascertain the institution's Tuition Exchange Program policies and procedures. Renewal eligibility for the Tuition Exchange Program requires annual re-certification by the University Benefits Office, satisfactory academic standing, and compliance with Tuition Exchange renewal requirements at the awarding exchange institution.

The University Benefits Office must receive new student applications for Tuition Exchange Scholarship certification by 5 PM on October 1 before the student's first fall semester of enrollment. For renewal student applications for Tuition Exchange re-certification, the University Benefits office must receive applications by March 1 before the student’s next fall semester of enrollment. If October 1 or March 1 fall on a weekend, holiday or non-scheduled University workday, applications must be received in the Benefits Office by 5 PM of the first scheduled University workday following October 1 or March 1. Applications for a student who is a child of a newly-hired faculty or staff and who currently receives or previously received Tuition Exchange benefits through another participating Tuition Exchange University’s program must be received within 30 days of the faculty or staff member’s commencement of employment. Applications for certification/re-certification may be obtained from the University Benefits Office.
The University Benefits Office will acknowledge the receipt of each submitted application. The University Benefits Office will notify applicants in a timely manner if they have been approved for certification to apply for a Tuition Exchange Program award. Those making application but not approved for certification will be placed on a waiting list in rank order of the employees’ length of service. Applications received after the deadline will be ranked in order the application is received and will be placed on the waiting list behind all on-time applicants.

The Tuition Exchange Liaison Officer has been formally appointed to facilitate Saint Louis University exchange matters. The Liaison Officer will prepare, authorize, and submit the Tuition Exchange Application/Certification Form to the Tuition Exchange Liaison Officer at the institution(s) to which the student is applying for a Tuition Exchange Program award. The Liaison Officers at the exchange institutions will notify the student that their application has been accepted or rejected, by returning completed copies of the Application/Certification Form to the student and the Saint Louis University Liaison Officer.

A Tuition Exchange award notification will specify the Tuition Exchange Program’s award value as well as the institution’s charges for tuition and fees, room and board, and any other policies and procedures of the institution’s Tuition Exchange Program award. Students need to be aware of charges not funded by the Tuition Exchange Program award, as well as any requirements students must meet in order to maintain Tuition Exchange Program award eligibility.

All applicants approved for Tuition Exchange Program certification must notify the Saint Louis University Liaison Officer in writing of their Tuition Exchange Program award status no later than May 1. Failure to notify the University’s Liaison Officer will result in the student’s Tuition Exchange Program eligibility certification being given to another applicant. Many of the schools in the Tuition Exchange network receive
numerous applications from eligible Tuition Exchange candidates and use a merit
system to select a small percentage of applicants. Some of the schools with large
applicant pools are able to make offers to a majority of the applicants that qualify for
admission because they sponsor a large number of exports. Employees and their
children are encouraged to apply to more than one Tuition Exchange institution in order
to maximize the chance that a Tuition Exchange seat is awarded to them at the college
or university to which they apply.

The existence of this program does not negate nor modify in any way the
admission requirements at any of the Tuition Exchange schools or the required
academic standards for continuing as an enrolled student. Eligibility for course
registration and maintaining student status is subject to the requirements established by
the Tuition Exchange participating schools. Saint Louis University and the Tuition
Exchange Program reserve the right to modify or terminate this program at any time.

Amended June, 2017