

## **The Tuition Exchange Program of Washington, DC**

To Full-time Faculty and Staff:

We are pleased to announce Centenary College's continued participation as a member of **The Tuition Exchange Program of Washington, DC** (referred to as the Tuition Exchange Program/DC). This program is separate from, and is in addition to, Centenary's on-going participation in the Council of Independent Colleges Tuition Exchange Program. This Tuition Exchange Program/DC will provide an opportunity for two eligible full-time employees to be eligible to receive an undergraduate scholarship for an eligible (IRS) dependent child for up to 2 years at a participating member institution, after Centenary College has met certain requirements. You may want to familiarize yourself with the Tuition Exchange Program/DC by visiting their website. Just click on the link below where you will find a list of over 560 participating colleges and universities:

[www.tuitionexchange.org](http://www.tuitionexchange.org).

The Tuition Exchange Program/DC is a reciprocal program and Centenary College is required to balance the number of individuals sent out on the exchange, "exports," by an equal number of "imported" students.

Employees who are eligible for consideration in the Centenary College Tuition Exchange Program/DC scholarship program are full-time Faculty and Staff who have successfully completed two continuous years of employment and who have also met other criteria. You may want to review Centenary's Policy, copy attached which outlines eligibility criteria and the application process.

**All required forms/application for the Fall Semester, 2008, must be received by no later than November 1, 2007 in the Admissions and Human Resources Departments.**

Please contact Susan Heard, Director of Undergraduate Enrollment Management in the Admissions Office, in order to complete an application form.

**Please be aware that Certification through Centenary College for the Tuition Exchange Program/DC does not guarantee acceptance at a Tuition Exchange Program/DC member institution nor does it guarantee a scholarship offer.**