

**Centenary College**  
**Human Resources Department Policy**

**Re:**  
**The Tuition Exchange Program of Washington, DC**

The Tuition Exchange Program of Washington, DC (referred to as The Tuition Exchange Program/DC) provides a reciprocal scholarship exchange program for a dependent of an eligible full-time employee among its participating institutions of about 580 colleges and universities located in 47 states, the District of Columbia and the United Kingdom.

The primary obligation of a member institution is to maintain a balanced exchange program: a reasonable match between student "exports" and student "imports." A member institution may not export more students than it imports. The designated number of Tuition Exchange Program/DC Scholarships for "exports" from Centenary College is limited to the number of imported students into Centenary College.

All students must apply for admission to the institution they wish to attend and that institution solely determines admission and admission procedures.

The following guidelines and definitions are applicable to Centenary College employees who wish to apply for this Program.

1. **ELIGIBLE EMPLOYEE:** A full-time, actively-at-work, Centenary College Faculty or Staff member, who meets both of the following criteria:

- A. Length of Service Criteria:

Is actively at work and has completed a minimum of two (2) years of continuous full-time employment at Centenary College as of the submission deadline date in this Policy, and

- B. Performance Criteria:

For Staff: Received at least a "satisfactory" Performance Appraisal for each of the last two (2) years of employment, and each of those reviews must be on file in the Human Resources Department by no later than the applicable submission deadline date in this Policy.

or

For Faculty: Submission of a written statement to the Centenary College Tuition Exchange Admissions Liaison from the Vice President for Academic Affairs and Chief Academic Officer that the Faculty member is being recommended for consideration under this Program. This statement must be received by the Centenary College Tuition Exchange Admissions Liaison by no later than the applicable submission deadline date in this Policy.

2. **TERMINATION OF ELIGIBILITY:** An employee who is no longer employed with Centenary College is ineligible to participate. In that event, the certified, enrolled and attending student of that employee will be permitted to complete that semester only, providing that the semester has already begun. In the unfortunate event of disability or death of the Centenary College employee, the child will be permitted to complete that semester only.

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3. **DEPENDENT:** Any child born to or legally adopted by an employee or for whom legal guardianship can be documented, up to age 24, (dependent as defined by the IRS). Supporting documentation may be requested by Centenary College to confirm IRS dependent status.
4. **SELECTION PROCESS:** Eligible applicants who wish to participate in this program must submit the required forms and must formally register in the Admissions Office prior to the Centenary College deadline date. **Centenary College's selection of candidates who are eligible to pursue the Tuition Exchange Program/DC does not guarantee final acceptance at any participating Tuition Exchange Program/DC institution.**
5. **MAXIMUM SCHOLARSHIP:** Scholarships are granted for undergraduate study only. Tuition Exchange Program/DC scholarships will not exceed a maximum of 4 semesters per Candidate. Only one dependent per family may be a Certified Candidate, unless there are no other eligible employees who have applied.
6. **CANDIDATE:** The IRS dependent of an eligible employee who has been certified (sponsored) by the Centenary College Tuition Exchange Committee for full-time degree study at a college or university that participates in the Tuition Exchange Program /DC.
7. **CENTENARY COLLEGE TUITION EXCHANGE COMMITTEE:** The Centenary College Tuition Exchange Committee is comprised of the Director of Human Resources, the Dean of Admissions and the Centenary College Tuition Exchange Admissions Liaison from the Admissions Office, or designee(s). The Centenary College Tuition Exchange Committee will review and approve applications. Selections made by the Committee are final. Any circumstance not specifically addressed in this Policy will be decided by the Centenary College Tuition Exchange Committee. In the event the Committee is unable to reach consensus, the Committee will refer the issue to the Provost/Chief Operating Officer, or his designee for final decision.
8. If the number of prospective, qualified applicants for export exceeds the number of imported students, applicants for export will be selected as Candidate(s) by the Centenary College Tuition Exchange Committee taking into consideration the following criteria:
  - A. Recommendation by respective Vice President which will include the employee's overall performance & dedication to the College, and
  - B. Number of full and partial years (i.e., 2.5 years) of continuous, full-time employment from the employee's most recent date of hire at Centenary College, and
  - C. The salary level of the Centenary College employee may be taken into consideration.
  - D. Last priority will be given to a candidate with a family member who has already received either a Tuition Exchange Program/DC scholarship **or** a Council of Independent Colleges Tuition Exchange Program scholarship through Centenary College.

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- 9. APPLICATION PROCESS:** Prior to the start of each Academic Year, Centenary College will determine the total number of exported applicants who may be certified. If the number of applicants for export balances the number of imported students, each qualified applicant will be given the opportunity to seek a Tuition Exchange Program/DC scholarship and Centenary College will sponsor the prospective student by certifying him/her as a Tuition Exchange Program/DC Candidate. In that event, the Centenary College Tuition Exchange Admissions Liaison in the Admissions Office will send notice of certification to as many as five (5) Tuition Exchange Program/DC member schools to which the candidate has applied (or plans to apply).
- 10. DEADLINES:** The deadlines for completing the application at Centenary College for this Program and receipt by the Centenary College Tuition Exchange Admissions Liaison in the Admissions Office are as follows:

**For Fall Semester 2008:**

**Thursday, November 1, 2007**

**11. RECERTIFICATION:**

All participating Tuition Exchange Program/DC Scholars are required to recertify by the deadline date of April 1, annually with Susan Heard, Director of Undergraduate Enrollment Operations, who is our Tuition Exchange Admissions Liaison in the Admissions Office at Centenary College. Recertification is not an automatic process.

**Delay or failure to recertify may result in loss of scholarship.**

Tuition Exchange re-certification may be denied if:

- Eligibility status of employee has changed;
- Tuition Exchange Scholar no longer meets the conditions and terms of the host institution;
- The host institution no longer participates in the Tuition Exchange Program/DC.

- 12. WITHDRAWAL:** The Tuition Exchange Scholar must notify the Centenary College Admissions Liaison in the Admissions Office in a timely manner of any Temporary Leave of absence or Withdrawal, in writing.

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**Tuition Exchange Admissions Liaison in the**  
**Centenary College Admissions Office is:**

**Susan Heard, Director for Undergraduate Enrollment Operations**

For more information regarding the Tuition Exchange Program of Washington, D.C. and for a complete listing of participating institutions please visit the Tuition Exchange Program Website at [www.tuitionexchange.org](http://www.tuitionexchange.org).

**Reminder & Disclaimer:**

**Centenary College's selection of candidates eligible to pursue the Tuition Exchange Program/DC does not guarantee final acceptance at any participating Tuition Exchange Program/DC institutions.**