

# PAUL SMITH'S COLLEGE

## Tuition Exchange Guidelines

The Tuition Exchange (TE) provides a national scholarship exchange program for dependent children of full-time faculty and staff among its members of nearly 600 colleges and universities in the United States and other countries.

Colleges and universities participating in this program have agreed to remit tuition for participants from other member institutions. Some partner institutions also remit room and board. Partner institutions remit at least up to the level determined yearly by Tuition Exchange (80th percentile of tuition of member institutions). The primary obligation of a member institution is to maintain a balanced exchange pattern, a reasonable match between student "exports" and student "imports". A member institution may import as many as it wishes. It may not, however, export more than it imports. Institutions with many applicants may limit the number of TE Scholarships it awards.

All students must seek admission to the partner institution, which determines admission and financial aid procedures.

The following Guidelines are applicable to Paul Smith's College employees' eligible dependents being **exported** in the program.

### A. Definitions:

1. **Eligible Employee:** Any person currently employed as Paul Smith's College full-time faculty or staff, who has completed at least two (2) calendar year of full-time service at Paul Smith's College as of September 1 of the current academic year.
2. **A Dependent** is a person for whom the Employee is birth parent, adoptive parent, step parent, or child of a spouse. A domestic partner or child of a domestic partner requires a signed Affidavit of Domestic Partnership in addition to the Application and other required materials. In addition, the Dependent must be claimed as a dependent and/or judged to have dependent status according to Federal financial aid eligibility criteria.
3. **Applicant:** The Dependent of an eligible employee who has applied for full-time, undergraduate study to a college or university that participates in the TE program. Scholarships are not granted for graduate study, non-degree study, or second undergraduate degrees.
4. **Maximum Scholarship:** TE scholarships at Paul Smith's College will not exceed a maximum of four years (8 semester tuition remission "units" or "slots") per eligible employee. The eight units may be divided among Dependents of an eligible employee, but a TE scholarship will be awarded to only one Dependent of an eligible employee at a time, and each Dependent must undertake the eligibility and application process. TE Scholarships are awarded to dependents of employees (not employees).
5. **TE Liaison Officer:** Mary Ellen Chamberlain, Director of Financial Aid

B. Procedures:

1. By November 1 of the current academic year, Dependents of Paul Smith's College faculty and staff who are seeking admission to a partner institution will notify the TE Liaison Officer of intent to apply for a TE scholarship by completing an Eligibility Form available from the Financial Aid Office and returning it to the TE Liaison Officer.
2. The TE Liaison Officer will verify the eligibility and seniority of the employee/parent.
3. By December 1 of each academic year, Paul Smith's College will be given the number of TE "units" available for the upcoming academic year. The number of available "units" or "slots" will be determined by the current number of Paul Smith's College "imports" and "exports"; correspondingly, these will vary from year to year. Slots will be assigned to applicants. These will correspond to the number of scholarships available.
  - a. No applicant will be assigned a higher priority than another applicant unless all required deadlines have been met. If the number of applicants is equal to the number of TE scholarships available, each applicant will be given the opportunity to apply for a TE scholarship.
  - b. No applicant will be assigned a higher priority than another applicant unless all required deadlines have been met. If the number of applicants exceeds the number of TE scholarships, candidates will be selected on the following priority ranking:
    - (i) First priority will be given to students who are already enrolled in a member institution and who are holding a TE scholarship. The student must also be in good academic standing (at least 2.0 GPA on a 4.0 scale).
    - (ii) Second priority will be given to applicants based on the employment seniority of the employee. Seniority is based on years of full-time service at Paul Smith's College. At such time as the College is eligible for two "export" slots in any one cycle, selection for one slot will be based on seniority of the parent, and the other based on the criteria stated below. Additional slots will be awarded on an alternating basis, as above. Among applicants whose parents have the same years of seniority, priority will be determined by the TE Liaison Officer's analysis of financial need as measured by the Parents' Confidential Statement.
    - (iii) Last priority will be given to students based on their high school GPA, with the applicant with the highest cumulative high school GPA being offered the opportunity to apply for a TE scholarship.
  - c. Applicants who are not selected as TE recipients will be placed on a waiting list as alternates for the upcoming academic year in accordance with the priority ranking in item b. above.

- d. In the event that a TE recipient chooses to attend a non-TE institution or otherwise forfeits the right to receive a TE scholarship, alternates will be reconsidered for any available slots. Alternates who are not selected may reapply for a TE scholarship for the following academic year in accordance with the Priority ranking described in item b. above.
4. The TE Liaison Officer certifies the eligibility of selected applicants to apply for a TE scholarship. The selected applicants will complete an "Application/ Certification for Tuition Exchange Scholarship" which is available from and should be returned to the TE Liaison Officer. Failure to return this form by the deadline date may result in forfeiture of application.
5. Selected applicants must accept the TE scholarship award in writing by May 1 for the upcoming academic year and notify the TE Liaison Officer of the decision to enroll in a TE member institution. Applicants who do not meet this requirement will forfeit their awards to the next eligible alternate on the waiting list.
6. Students will ordinarily be able to remain in the program for four years, but continued participation depends upon yearly certification of eligibility, the student's satisfactory academic standing at the host institution, and Paul Smith's College's ability to attract sufficient "imports" to offset or balance its "exports". **Accordingly, renewal forms must be completed and processed by the deadline date every year.**
7. Eligibility to apply for a TE scholarship is determined by Paul Smith's College. However, TE scholarships are granted by the host institution. Paul Smith's College cannot guarantee that any applicant, no matter how well qualified, will receive a TE scholarship from the host institution which may choose to restrict its imports at its sole discretion.
8. Continued participation in the program is contingent upon maintaining a GPA of at least 2.0 on a 4.0 scale. Each recipient who is awarded a TE scholarship must submit a transcript to the TE Liaison Officer within one month after the end of each academic semester.
9. If a TE recipient takes a leave of absence or withdraws from the host institution, the student must notify the TE Liaison Officer at both Paul Smith's College and the host institution immediately.
10. Paul Smith's College will admit a maximum of five (5) students per academic year either through TE or the cICU Tuition Remission Program. The total Import number may change depending on the enrollment situation with the College. Any increase or decrease in the number will be approved by the President. Dependents of College employees attending Paul Smith's will not be included in this count. TE "Imports" will qualify for regular admission, and will be considered on the same basis as all other candidates for institutional aid: academic ability, intellectual curiosity, emotional maturity and extra-curricular activity. "Import" candidates will be required to submit their application and financial aid materials (including a signed copy of federal tax returns, applications for appropriate grants and aid, etc.) by March 15, and will be notified of the status of their scholarship award by April 1. Residence on campus is required of all TE "imports".
11. Paul Smith's College reserves the right to modify these Guidelines to insure an appropriate balance between "import" and "export" students.

The following Guidelines are applicable to **importing** students participating in the program.

1. **Maximum Scholarship:** TE scholarships at Paul Smith's College will not exceed a maximum of four years (8 semester tuition remission "units" or "slots") per eligible employee. The eight units may be divided among dependent children of an eligible employee, but a TE scholarship will be awarded to only one child of an eligible employee at a time, and each child must undertake the eligibility and application process.
2. Any import receiving the tuition exchange benefit will be required to live on campus. The total award amount is the tuition costs minus any federal, state or PSC financial aid.
3. If the number of applicants exceeds the number of TE scholarships, candidates will be selected on the following priority ranking:
  - a. First priority will be given to students who are already enrolled in a member institution, and who are holding a TE scholarship. The student must also be in good academic standing (at least 2.0 GPA on a 4.0 scale).
  - b. Second priority will be given to students with the highest GPA, class rank, college rank, SAT, and application status
  - c. Applicants who are not selected as TE recipients will be placed on a waiting list as alternates for the upcoming academic year in accordance with the priority ranking in item b. above.
4. Selected applicants must accept the TE scholarship award in writing by May 1 for the upcoming academic year and notify the TE Liaison Officer of the decision to enroll in a TE member institution. Applicants who do not meet this requirement will forfeit their awards to the next eligible alternate on the waiting list.
5. Students will ordinarily be able to remain in the program for eight semesters but continued participation depends upon yearly certification of eligibility from the home school. **Renewal forms must be completed and processed by the deadline date every year.**
6. Continued participation in the program is contingent upon maintaining a GPA of at least 2.0 on a 4.0 scale. Any student who falls below a 2.0 at the end of the academic year will be ineligible to receive the tuition exchange benefit for one academic year following.
7. If a TE recipient takes a leave of absence or withdraws from school, the student must notify the TE Liaison Officer at both Paul Smith's College and the home institution immediately. Absence or withdrawal reserves the right to deny Tuition Exchange in such a circumstance depending upon the current tuition exchange balance.

8. Paul Smith's College will admit a maximum of five (5) students per academic year either through TE or the cICU Tuition Remission Program. The total imports may change depending on the enrollment situation with the College. Any increase or decrease in the number will be approved by the President. Dependents of College employees attending Paul Smith's will not be included in this count. TE "Imports" will qualify for regular admission, and will be considered on the same basis as all other candidates for institutional aid: academic ability, intellectual curiosity, emotional maturity and extra-curricular activity. "Import" candidates will be required to submit their application and financial aid materials (including a signed copy of federal tax returns, applications for appropriate grants and aid, etc.) by March 15, and will be notified of the status of their scholarship award by April 1. Residence on campus is required of all TE "imports". Tuition Exchange Scholarship does not include Study Abroad.
9. Paul Smith's College reserves the right to modify these Guidelines to insure an appropriate balance between "import" and "export" students.

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