

GONZAGA UNIVERSITY TUITION EXCHANGE POLICY
November 30, 2005

I. Purpose and Scope

The following policy governs the awarding of Tuition Exchange waiver funds to students who are eligible dependents of employees at other colleges and universities throughout the country. It also addresses the certification of TE-eligible children of Gonzaga University employees. This policy applies to all students involved in the TE program at Gonzaga University.

II. Definition of TE

TE is a tuition exchange program for first time, undergraduate IRS dependent children of eligible faculty/staff at Gonzaga University and other participating colleges and universities (see list available at <http://www.tuitionexchange.org>). It provides a tuition waiver for the maximum set rate (determined by TE, Inc. to students who are eligible for full tuition waivers at the participating schools by which the parent is employed. TE applies only to on-campus programs and will not be applied toward any study-abroad program.

III. Number of TE awards given

Each year, Gonzaga University will strive to maintain a balanced number of students between the imports and exports. Gonzaga reserves the right to award more TE awards than is required by the national TE agreement.

IV. Eligibility of award recipients

- A. Students interested in receiving a TE award from Gonzaga University must apply for admission by November 15 of the year prior to anticipated enrollment. In addition, the student must file his or her FAFSA by the February 1 priority deadline.
- B. Gonzaga must receive certification of eligibility from the home school no later than January 15th.

V. Choosing award recipients

- A. The initial incoming waiting list for TE will be determined each year on or around February 1. All incoming students who have been accepted, filed their FAFSA by the priority deadline and have been certified as eligible for TE by the sending institution will be placed on the list. The list will be ranked and awards given based upon the student's academic profile.
- B. The number of outgoing TE students will be determined by collecting information from parents and students who are interested in using TE or are already out on TE. This figure will be used in conjunction with the number of students already attending Gonzaga on TE to determine the number of openings for the upcoming year.
- C. All TE award recipients will be contacted by mail and asked to respond within three weeks. Failure to respond may result in that TE place being awarded to the next person down on the list. Once it is determined that no more TE openings are available, students still admitted and waiting to hear from Gonzaga will be notified by mail of the lack of openings.

VI. Other scholarships and aid

Gonzaga University funding of any type will not be given above and beyond the total cost of tuition or the set rate as defined by TE, Inc whichever is less.

- A. Any TE recipient who receives a Gonzaga merit-based scholarship may still receive the merit-based scholarship, but the amount of the scholarship will be deducted from the total amount of the TE award.
- B. Any outside scholarship, governmental or outside grant, or loan will not take away from the TE award unless required by the Higher Education Act (if so much outside scholarship is received that TE puts the student over cost of attendance then there would have to be a reduction). Generally, outside scholarships will just be added on top of the TE award as additional financial aid.

VII. Waiver continuation

The TE waiver remains in place until the end of the fourth consecutive year (third consecutive year for transfer students) as long as the student maintains continuous full-time enrollment and Satisfactory Academic Progress as defined by the Gonzaga University catalog. Students are no longer eligible for the waiver once their first degree is completed. It is not for summer terms or a fifth year. The student does not need to re-apply for TE each year; however, the student does need to remain eligible with the parent continuing to work at the certifying college or university.

VIII. Outgoing students

Employees at Gonzaga University who are interested in utilizing the TE waiver must complete a TE application, preferably during the summer before their child's senior year in high school. The deadline to apply is October 1st. Completed applications will be submitted to the Gonzaga Benefits Office which will certify eligibility.

IX. Eligibility

To be eligible for TE ("Tuition Exchange") at another institution, the child must be eligible for a full-tuition waiver at Gonzaga University as the IRS dependent of a Gonzaga employee. TE is set up as a "freshmen"-only program, so decisions by receiving institution(s) to award a TE Scholarship to other undergraduate dependents would be by exception, and at the discretion of the receiving institution. Gonzaga will only certify five (5) students as eligible for TE each year; therefore all Gonzaga applicants will be ranked based on the employee's seniority date maintained by the Human Resources Department.

- A. If both parents work at Gonzaga, the parent-employee with the longest term of service will be used. When the ranking has been determined, TE eligibility is certified for employees equal to the number of TE spots available.
- B. In the event of ties in term of service as outlined above, both employees' students will be certified.
- C. In the event less than five (5) first time, undergraduate ("freshmen") students apply for TE by the published deadline within a given year, the unfilled positions will be opened to undergraduate students based upon class standing. Applicants will first be grouped by class standing (i.e. sophomores, juniors, and seniors) and then ranked by the employee's seniority date, as above. Available positions will be offered to sophomores first; if further positions remain, consideration will extend to juniors and so on until all five positions are filled. The University reserves the right to amend this provision if it finds itself considerably "out of balance" with respect to "export" students vs. "import" students.

X. Certification

The Financial Aid Office at Gonzaga University will notify the schools requested by the student on the TE Eligibility and Information Form. After eligibility has been certified through the notification, it is the student and parent's responsibility to continue communication with the receiving school to determine if a TE award will be available.

XI. Tracking

A record of all incoming and outgoing TE students and copies of all correspondence will be maintained by the TE coordinator for record-keeping purposes.