**TUITION EXCHANGE (TE) EXPORT POLICY FOR DAEMEN COLLEGE**

**ELIGIBILITY:**

Daemen College belongs to Tuition Exchange, a national organization that administers multi-lateral tuition remission scholarships for employees of over 400 member colleges and universities. The Daemen College TE program is offered to dependent children, under the age of 24, of full-time faculty, administrators, and staff, for undergraduate programs that are not offered by Daemen College. The employee must have completed at least 5 uninterrupted years of full-time employment with Daemen College, and must maintain this uninterrupted level of service for the full duration of the tuition exchange period. Change in level, or terminations of employment will result in continuation of the scholarship only through the end of the semester in which the event occurs, or if the event occurs prior to the start of the academic year, the scholarship will be voided. In the event that export applications exceed import applications, the scholarships will be awarded by lottery.

**DURATION AND COVERAGE:**

Because the College must balance the number of TE students it exports to other member colleges with those it imports or enrolls at Daemen College, there may be a limited number of export scholarships available in a given year. Duration of TE scholarships also depends upon the status of the export/import record of the College. Because all member schools must balance their export and import students, the number of member schools offering scholarships varies from year to year. Generally, eligible students are awarded 8 semester units to cover four-year undergraduate scholarships if they enroll as freshman, or fewer semesters as required to complete the baccalaureate degree if they enter the TE program as transfers. Students renewing their TE scholarships must be re-certifies annually by the College TE Liaison Officer, usually by January prior to the academic year being certified. New TE export students must meet admissions criteria and renewing TE export students must maintain required academic and behavioral standards of the host college.

**SCHOLARSHIP VALUE:**

 The host college determines the value of the TE scholarships it wards and records this on the Application/Certification Form returned to the sponsoring college TE Liaison Officer and student. It usually covers tuition charges but not room and board, course overloads and other fees. Higher tuition colleges may elect (but are not required) to reduce their award to the Minimum Value Scholarship, established yearly by the TE Board of Directors. Before accepting a TE scholarship, the student should understand clearly what cost he/she will be responsible for.

**APPLICATION PROCESS:**

The TE scholarship candidate must apply for admission to the college he/she wishes to attend, complete the Financial Aid Form of required by that college or desired by student, and submit the Preliminary Application for a TE scholarship by October 31st, to the Daemen College TE Liaison Officer, Office of Employee Engagement. In addition, the student must submit an application on the TE Website.