

TUITION EXCHANGE POLICY

PURPOSE

To provide employees, their spouses, and dependent children with an opportunity to receive tuition scholarships at institutions other than Webster University.

POLICY

Webster University participates in two separate tuition exchange programs:

1. The Tuition Exchange, Inc. (“TE”) and
2. The Council of Independent Colleges Tuition Exchange Program (“CIC”)

ELIGIBILITY

Full-time faculty, staff who are regularly scheduled to work at least 30 hours per week, their legal spouses, and their dependent children are eligible to participate in the Tuition Exchange Policy. Tuition exchange scholarship awards are individually governed by the guidelines of each importing/host institution.

Dependent child, for purposes of this policy, is defined as the employee’s natural or adopted child or stepchild, up to 25 years of age, over half of whose support was received from the employee, the employee’s legal spouse, or the employee’s domestic partner. A child of a divorced full-time employee will be considered to be a dependent child of both of the parents if the parents jointly provide more than half of the child’s support

To be eligible for a TE scholarship award, the employee must have been employed by Webster University for a minimum of five years as of August 1 immediately prior to the academic year for which benefits are being sought.

To be eligible for a CIC scholarship award, the employee must have been employed by Webster University for a minimum of three years as of August 1 immediately prior to the academic year for which benefits are being sought.

Only one *new* TE scholarship certification will be awarded per family for each academic year. However, multiple members of the same family may receive CIC and/or TE scholarships and it is possible that there will be some overlap in the years they receive these scholarships.

DURATION

CIC and TE scholarships are limited to a maximum of eight semesters of continuous undergraduate enrollment (or 4 semesters of graduate enrollment for some CIC schools) or until completion of the degree, whichever comes first.

SCHOLARSHIPS AND SELECTION

CIC Scholarships

CIC scholarships may be awarded for full and part-time undergraduate and graduate programs. CIC host institutions determine whether part-time, graduate, and study abroad students are eligible. Eligibility for graduate program benefits is limited to the employee and spouse. A list of CIC participating institutions and their eligibility guidelines can be found at <http://www.cic.edu>. Questions should be directed to the Liaison Officer at each participating institution.

The University agrees to accept a minimum of 3 incoming CIC scholarship students each year. There is no limit to the number of CIC scholarships that can be awarded for attendance at other schools. Selection of CIC scholarship recipients is done by the host (importing) school. Awards are made on a competitive basis and are not automatic. Because the scholarship awards are not guaranteed, applicants are encouraged to apply to more than one CIC institution.

The CIC scholarships cover full tuition. Scholarship recipients are responsible for all other expenses such as room and board, books, fees, etc.

TE Scholarships

TE scholarships are awarded only to dependent children, as defined in this policy, and only for full-time undergraduate studies. A list of TE participating institutions can be found at <http://www.tuitionexchange.org>. Consult the Tuition Exchange Liaison Officer at the exchange institutions where the student may enroll to ascertain the institution's specific TE policies and procedures.

A random drawing will be used by Webster University to select potential TE scholarship recipients. Final award of the TE scholarships is made by the host/importing institution.

The University is required to maintain a balance between the number of TE scholarships awarded and the number of incoming TE scholarship participants we accept. Thus, the number of available TE scholarships may vary from year to year. Applicants are encouraged to apply to more than one TE institution.

TE scholarships may cover full tuition or an optional set amount for schools with tuition higher than this amount. The optional set amount changes from year to year and can be found on the TE website. You should check with the TE Liaison Officer at the importing school to determine the amount of award for scholarships at that school. Scholarship recipients are responsible for all other expenses such as room and board, books, fees, etc.

ADMISSIONS AND SCHOLARSHIP APPLICATIONS

Each fall Webster University will solicit applications for new CIC and TE scholarships to be awarded for the following academic year. Completed applications must be received in the Human Resources Department by November 15 of each year. All CIC and TE applicants must also go through the regular admissions and financial aid procedures of the host institution.

Admission is determined by the host institution. Participation in CIC or TE in no way guarantees admission nor does admission to the participating school guarantee a scholarship.

Webster University reserves the right to limit use of either CIC or TE scholarships in order to maintain the required ratios for participation in the TE program. If a student wishes to attend a host institution that participates in both CIC and TE, the University may require the student to use the exchange program that results in the best possible impact on the import/export ratios required of the University.

RENEWAL

Students must apply for renewal of CIC and TE benefits each year. Renewal eligibility for the CIC and TE scholarship requires *annual* re-certification of eligibility by the University's Human Resources Department, satisfactory academic standing, and compliance with CIC and TE renewal requirements at the awarding exchange institution.

CHANGE IN OR TERMINATION OF EMPLOYMENT

A change in the status of employment (i.e., full-time to part-time) or termination of employment will result in continuation of the scholarship through the end of the academic term in which the event occurs. In the event of the death or permanent disability of the employee, the scholarship may continue until the student has completed eight continuous semesters of course work (four semesters for graduate studies) or he or she is awarded the degree being sought, whichever occurs first.

COMPLIANCE

Webster University is committed to complying with all CIC and TE guidelines and regulations and reserves the right to change this policy at any time in order to so comply.

APPEALS

If an employee believes extenuating circumstances prevail regarding this Policy, he or she may submit a written appeal to the Tuition Appeals Committee, composed of the Vice President for Finance and Administration and the Vice President for Academic Affairs. The situation will be reviewed and a recommendation will be made to the Director for Human Resources who will notify the employee of the final decision.

TAXATION OF BENEFITS

This Policy is not intended to imply or state the taxable status of benefits covered by the Policy. Benefits under this Policy are taxable to the employee only to the extent directed by the Internal Revenue Code which may be amended from time to time.

ADMINISTRATION

The Tuition Exchange Program is administered by the Human Resources Department and information may be obtained in that office. Employees should contact the Human Resources Department approximately 12 months in advance of the student's anticipated matriculation date in order to meet all application deadlines.

EFFECTIVE DATE

This Policy is effective August 1, 2003.

WEBSTER UNIVERSITY
TUITION EXCHANGE APPLICATION
Tuition Exchange, Inc. (TE) and council of Independent Colleges (CIC)
For Academic Year 20____/20____

- First Year Application** (Due by November 15 for the Following Academic Year)
 Renewal Application (Due by November 15 for Each Following Academic Year)
For Renewals: Year in School _____ Institution Currently Enrolled at _____

EMPLOYEE INFORMATION

Name: _____ Home Phone _____
 Address: _____
 Location/Department: _____ Hire Date: _____
 Work Phone: _____ E-mail: _____

STUDENT INFORMATION

Social Security No. _____
 Name: _____ Date of Birth: _____
 Address: _____
 Relationship to Employee: _____ Marital Status: _____

List below the schools to which you are applying for a **CIC** or **TE** tuition exchange scholarship.

Name of Institution/State	CIC and/or TE School? (please indicate)	Host Institution Contact Person & Phone No.	School Deadline Date to Receive Application
	CIC () TE () Both ()		
	CIC () TE () Both ()		
	CIC () TE () Both ()		
	CIC () TE () Both ()		
	CIC () TE () Both ()		
	CIC () TE () Both ()		

I understand that final selection of recipients for TE or CIC tuition exchange scholarships is made by the host (importing) institution and that admission does not guarantee receipt of a scholarship.

Employee Signature _____ Date _____

RETURN COMPLETED FORM TO THE HUMAN RESOURCES DEPARTMENT
PHONE: (314) 968-6960 FAX: (314) 968-6909