



**University of Pittsburgh
Tuition Exchange Scholarship Program
Policy AC 69**

Implementing Executive: Provost and Senior Vice Chancellor
Responsible Unit: Office of Admissions and Financial Aid
Category: Academic Policy
Effective Date: December 7, 2022

I. Purpose

The University of Pittsburgh is a participating member of the Tuition Exchange Scholarship Program (“TE Program”). This Policy establishes the University's participation in the TE Program as well as University procedures associated with its administration, including its scholarship terms and criteria for determining scholarship eligibility.

For the purposes of this Policy, “University” means the University of Pittsburgh.

II. Scope

This Policy applies to Eligible Employees at the University¹, Dependents of Eligible Employees at the University (Export Students), and all Tuition Exchange (“TE”) Import Students admitted to the University.

III. Definitions

- A. Annual Set Rate: The value of a TE Scholarship as determined by the TE Program, which is adjusted annually. The University has flexibility in providing funds beyond the TE Program Annual Set Rate in any given academic year.
- B. Approved Export Student: The student’s TE application was approved at another participating TE institution for the student to receive the TE Scholarship if the student enrolls.
- C. Approved Import Student: The student’s TE application was approved by the University for the student to receive the TE Scholarship if the student enrolls at the University.

¹ Bargaining Unit Faculty Members are currently excluded from this Policy, pending collective bargaining negotiations with the Faculty Union. The previous version of Policy AC 69, which is available [here](#) will continue to apply to those Faculty Members until further notice.

- D. Dependent: A student who is a natural, adopted, or stepchild of a University employee (Eligible Employee) meeting the requirements, as amended, in University Policies AC 21, Employee/Spouse/Dependent Scholarships for Faculty; AC 20, Effect of Separation on Eligibility for Faculty Scholarship Benefits; ER 06, Employee/Spouse/Dependent Scholarships for Staff; and ER 05, Effect of Separation on Eligibility for Staff Scholarship Benefits.
- E. Eligible Employee: A University employee who is eligible for education benefits as defined, and as amended, in University Policies AC 21, Employee/Spouse/Dependent Scholarships for Faculty, and ER 06, Employee/Spouse/Dependent Scholarships for Staff, or as otherwise defined in a University Policy governing education benefits.
- F. Export Student: Dependent of an Eligible Employee whose TE application is sent to another participating TE institution for scholarship consideration.
- G. Host Institution: Participating TE institution where the TE Scholarship student is enrolled.
- H. Import Student: Student whose parent works at a participating TE institution who has applied for the TE Scholarship at the University.
- I. Office of Admissions and Financial Aid (“OAFa”) Scholarship Committee: Standing University committee that reviews TE Import Scholarship applications and determines the criteria for which recipients merit TE support.
- J. Sponsor Institution: Participating TE institution where the TE Scholarship student’s parent is an eligible employee.
- K. Tuition Exchange Liaison Officer (“TELO”): Administrator responsible for submitting qualifying TE applications and overseeing the University’s participation in the TE Scholarship Program.
- L. Tuition Exchange Scholarship Program (“TE Program”): A reciprocal scholarship opportunity for the Dependents of Eligible Employees at participating TE institutions.

IV. Policy

The Office of Admissions and Financial Aid (“OAFa”) administers the University’s participation in the TE Program. In consultation with the University’s Provost and Senior Vice Chancellor (“SVC-P”), OAFa determines the administrative procedures, eligibility criteria, and scholarship terms associated with the University’s participation in the TE Program.

The TE Scholarship is not a guaranteed benefit to University employees, but rather a scholarship opportunity available to Eligible Employees.

The value and number of available scholarships to be awarded each academic year is determined by the SVC-P in accordance with the University’s financial capacity and is

reviewed on an annual basis. There will be some TE scholarships reserved for TE Import Students admitted to any of the University's regional campuses.

V. Application Requirements

As stated in Section IV, in consultation with the SVC-P, OAFA has the authority to administer the University's participation in the TE Program. This section outlines the general rules related to the University's TE Program application requirements.

Specific application details and procedures related to this Policy (e.g., eligibility, deadlines, and requirements) are publicized on OAFA's Tuition Exchange website. This information can be accessed on the OAFA's website found here: <https://financialaid.pitt.edu/tuition-exchange>.

A. Tuition Exchange Export Students (Applying to a TE Partner School)

Each TE member institution sets its own admissions standards and eligibility criteria for awarding TE Scholarships. The placement of TE Export Student applicants is not guaranteed. TE Host Institutions have the right to terminate TE Scholarships if students do not meet standards of academic performance or personal conduct of the Host Institution.

Preference will be given to first-time TE Program participants. Other eligibility criteria may be considered as necessary depending on the quantity of the TE applicant pool while students who have already been granted TE participation will be "grandfathered." Where participation is limited, selection will be made based on the Eligible Employee's length of full-time service defined by the date(s) of consecutive, full-time hire as determined by the Benefits Department within the Office of Human Resources. Additionally, in consultation with the SVC-P, OAFA may revise and/or apply additional eligibility criteria as necessary for the University's participation in the TE Program. In such instance, students who have already been granted TE participation will be "grandfathered."

A TE Export Student applicant must be a qualifying Dependent of an Eligible Employee.

The value of the TE Scholarship will be determined by the Host Institution.

Employee eligibility status will be recertified as needed by the University's TELO. University Policy AC 20, Effect of Separation on Eligibility for Faculty Scholarship Benefits; and University Policy ER 05, Effect of Separation on Eligibility for Staff Scholarship Benefits should be referenced when employee eligibility status has changed.

TE Scholarship renewal is contingent upon the Approved Export Student maintaining the required standards of the Host Institution.

B. Tuition Exchange Import Students (Applying to the University)

TE Import Student applicants must be admitted to the University and certified as eligible for a TE Scholarship by the TELO at the Sponsor Institution. When the number of TE Import Student applicants exceeds the number of available TE Scholarships available in a particular

academic year, the OAFA Scholarship Committee will consider academic merit and other criteria as necessary when selecting TE Scholarship recipients. In such instance, students who have already been granted TE participation will be “grandfathered.”

TE Scholarships to support attendance at the University cover tuition up to the Annual Set Rate established by the TE Program. TE Scholarships do not cover room, board, or special fees (e.g., health, activities, and network service fees).

TE Scholarships only apply to full-time undergraduate enrollment and may cover up to eight (8) academic terms. The University has the right to limit eligibility to less than eight (8) academic terms. The number of awarded academic terms will be disclosed to the TE Scholarship recipient in the original award letter provided by the University.

TE Scholarships can be used to support University approved/recognized study abroad opportunities where the student is enrolled meeting full-time enrollment status of at least 12 credits. Academic terms pursued abroad will be applied toward the number of awarded academic terms. If eligible, the TE Scholarship will cover the associated program tuition up to the Annual Set Rate and will not cover any travel expenses, room, board, or special fees.

TE Approved Import Students must be recertified by the TE Sponsor Institution as required by Tuition Exchange Central. TE Approved Import Students must meet University scholarship guidelines, which includes maintaining satisfactory academic progress per University Policy AC 31, Financial Aid Satisfactory Academic Progress to have the TE Scholarship renewed.

VI. Governance & Responsibilities

- A. **University** – as a member institution of the TE Program, abides by the policies and procedures established by the TE Program which supersede this Policy and associated procedures in the event of inconsistencies.
- B. **Provost and Senior Vice Chancellor (SVC-P)** - annually determines the value and number of TE Scholarships the University will award. Oversees OAFA’s administration of the University’s participation in the TE Program.
- C. **Office of Admission and Financial Aid (OAFA)** – in consultation with the SVC-P, administers and oversees the University’s participation in the TE Program.
- D. **OAFA Scholarship Committee** –reviews TE Import Scholarship applications and determines the criteria for which recipients merit TE support.

VII. Contact Information and Public Accessibility

This Policy is posted under Academic Policies on the Office of Policy Development and Management’s website and can be found at: <https://www.policy.pitt.edu> .

For specific questions related to this Policy or the Tuition Exchange Program at the University of Pittsburgh, please contact the Office of Admissions and Financial Aid at:

130 Thackeray Hall
139 University Place
Pittsburgh, PA 15260
412-624-7488
finaid@pitt.edu

VIII. Related Authorities

[Policy AC 21 \(formerly 02-07-01\): Employee/Spouse/Dependent Scholarships for Faculty](#)

[Policy AC 20 \(formerly 02-07-02\): Effect of Separation on Eligibility for Faculty](#)

[Scholarship Benefits](#)

[Policy ER 06 \(formerly 07-11-01\): Employee/Spouse/Dependent Scholarships for Staff](#)

[Policy ER 05 \(formerly 07-11-02\): Effect of Separation on Eligibility for Staff Scholarship](#)

[Benefits](#)

[Policy AC 31 \(formerly 09-04-02\): Financial Aid Satisfactory Academic Progress](#)

[Tuition Exchange Program](#)

[University Scholarship Guidelines](#)

[University's Tuition Exchange Application Guidelines](#)