

CATEGORY: STUDENT AFFAIRS
SECTION: Financial Aid
SUBJECT: Tuition Exchange Scholarship Fund
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PAGE(S): 4

I. PURPOSE

To outline the application and selection process for the Tuition Exchange (TE) Scholarship Program.

II. SCOPE

This procedure applies to the following University employees with a least one year of full-time service, as defined by the date(s) of full-time hire in the Office of Human Resources or Faculty Records.

- Full-time faculty members, faculty librarians, research associates, chaplains, and ROTC faculty
- Regular full-time staff included in the University Staff Classification and Pay Plan

III. ADMINISTRATIVE RESPONSIBILITIES

The Office of Admissions and Financial Aid is responsible for administering the Tuition Exchange Scholarship Program and designating a Tuition Exchange Liaison Officer.

The University of Pittsburgh Tuition Exchange Liaison Officer, as the sponsoring institution, is responsible for certifying the student's eligibility to participate in the Tuition Exchange Scholarship Program, managing the selection process, and recertifying eligibility of TE scholarship recipients before the beginning of each academic year. As the host institution, the TE Liaison Officer is responsible for selecting applicants from member institutions for participation in the program, providing specific information regarding the value of the TE scholarship and conditions regarding eligibility for renewal.

The Tuition Exchange Committee comprised of members from the Staff Association Council (SAC) and the Senate Health and Welfare Committee, in consultation with the Tuition Liaison Officer, will apply additional limitations beyond the length of service criteria, if necessary, when the number of applicants exceed available space.

Tuition Exchange is responsible for recording exchange scholarships, and providing member institutions with annual reports summarizing the number of available scholarships, based on the member's participation in the program.

IV. PROCEDURE

University of Pittsburgh as the Sponsoring Institution

University of Pittsburgh
Employee

1. Contact the Tuition Exchange Officer in the Office of Admissions and Financial Aid to verify eligibility to participate in the Tuition Exchange Scholarship Program. Request an Application for Tuition Exchange Scholarship (Exhibit A) and

an updated copy of the Tuition Exchange Pamphlet (Exhibit B).

Student-Applicant

2. Complete an Application for Tuition Exchange Scholarship for each institution for which you are applying. Your Liaison Officer will provide you with a list which includes the names, addresses, and telephone numbers of the TE liaison officers for all member institutions)

NOTE: Because there is considerable competition for TE Scholarships, you may want to apply to more than one member college.

3. Submit the completed application to the University of Pittsburgh Tuition Exchange Liaison Officer by the established deadline date.

April 1 is the application deadline for the subsequent Fall Term. Scholarships will be awarded by May 15.

University of Pittsburgh
TE Liaison Officer

4. Certify eligibility of the applicant by completing and signing Section A of the application form, Certification or Recertification of Eligibility, and the Statement of Liaison Officer of Sponsor Institution.
5. Forward three copies of the completed application form to the Host institution, one copy to the student-applicant, and retain one copy on file.

Host Institution
TE Liaison Officer

6. Accept or reject the applicant. Complete and sign Section B of the application form, Notification of Acceptance or Rejection, and the Statement of Liaison Officer of Host Institution. Forward one copy to the Tuition Liaison Officer of the sponsoring institution and one copy to the student-applicant.

University of Pittsburgh
TE Liaison Officer

7. Determine the availability of scholarships based on the Annual Balance Sheet provided by Tuition Exchange. When number of applicants exceeds number of available scholarships, rank accepted applicants according to the parent-employee's length of full-time service.
8. Match applicants to available scholarships, applying additional limitations to the selection process,

if necessary. See Policy 09-03-01,
Tuition Exchange Scholarship Program.

9. Notify the student-applicant of the availability of a TE scholarship by May 15.

University of Pittsburgh as the Host Institution

Sponsoring Institution
TE Liaison Officer

1. Forward three copies of the completed Application for Tuition Exchange Scholarship to the Tuition Exchange Liaison at the University of Pittsburgh.

University of Pittsburgh
TE Liaison Officer

2. Verify that eligibility was certified by the Sponsoring Institution, and that the student has applied and been accepted to the University of Pittsburgh.
3. Determine availability of scholarships based on the Annual Balance Sheet provided by Tuition Exchange. When number of applicants exceed the number of available scholarships, rank applicants according to academic performance. Apply additional limitations to the selection process, if necessary.
4. Accept or reject the applicant. Complete and sign Section B, Notification of Acceptance or Rejection and Statement by Liaison Officer of Host Institution. Return one copy to the Sponsoring Institution, one to the student-applicant, and retain one copy on file.
5. If the availability of a TE scholarship is verified by the Sponsoring institution, notify the student by Financial Aid Award Letter.
6. If the student enrolls, process the award on-line by charging the appropriate full tuition amount to the University Account established by the Controller for Tuition Exchange.

Recertification Procedure

University of Pittsburgh
TE Liaison Officer

1. At the end of each academic year, recertify the eligibility of each Tuition Exchange Scholarship recipient, based on the parent-employee's continued eligibility for participation in the program.
2. Complete and sign Section A of the

application form, Certification or Recertification of Eligibility and the Statement by Liaison Officer of Sponsor Institution.

3. Forward one copy of the completed application form to the Host institution, one copy to the student, and retain one copy on file.

Reporting Procedure

University of Pittsburgh
TE Liaison Officer

1. Submit the required annual report to Tuition Exchange summarizing the University's activity in the program.

V. EXHIBITS

Exhibit A - Application for Tuition Exchange Scholarship

Exhibit B - Tuition Exchange Pamphlet

VI. REFERENCE

[Policy AC 69, Tuition Exchange Scholarship Program](#) (formerly 09-03-01)