I. Introduction

Beginning with the fall of 2012, Fisk University became a member of the Council of Independent College's (CIC's) Tuition Exchange Program. Dependents of Fisk University employees who are eligible for dependent tuition remission are also eligible to apply for certification for Tuition Exchange Program awards at any of the nearly 400 participating colleges and universities in the United States.

II. Policy Statement

Because the Tuition Exchange Program requires each institution to maintain a balance between dependents from the home institution and students coming from other institutions, it is necessary to limit the approval for Tuition Exchange Program certifications to five per academic year. Because of these limitations, the Tuition Exchange Program should not be considered an entitlement.

III. Guidelines

The Tuition Exchange Program Benefit Plan may provide benefits to a child of a full-time faculty member, full-time staff person, or emeritus faculty member who meets the following requirements. The student must,

1. qualify as a child (eligible children are children born to the University employee (and not adopted by another) and children adopted by the University employee prior to the commencement of the academic year) of a current or former full-time faculty or staff member who, prior to the first day of classes for the term for which tuition exchange benefits are sought, meets one of the following criteria:

   A. he or she is a full-time faculty or staff member who has completed three years of continuous full-time service with Fisk University
immediately prior to the first day of classes for which tuition exchange benefits are sought; or
B. he or she is a former full-time faculty or staff member who was employed for more than seven consecutive years by Fisk University and he or she terminated employment with the University by reason of his or her death or by reason of retirement upon or after the attainment of age 60; and

(2) must not have been awarded a Bachelor’s degree;
(3) must have met the established requirements for admission to the participating Tuition Exchange University;
(4) must, once admitted, continue to meet existing requirements to maintain satisfactory academic progress at the participating Tuition Exchange University; and

(5) must not have reached his or her 24th birthday by the first day of classes for which Tuition Exchange Benefits are sought.

If the number of eligible applicants seeking Tuition Exchange Program certification is less-than-or-equal-to five, all applicants will be approved for certification to apply for a Tuition Exchange Program award. In the event that more eligible employees apply for the program than can be accommodated, their length of service at Fisk University will be the factor utilized for certification. Eligible applicants with the longest, continuous full-time service at Fisk University will be certified first to apply for a Tuition Exchange Program award. If an eligible employee presently has one dependent receiving tuition remission through the Tuition Exchange Program, additional dependents will be rank ordered below the last eligible applicant until the sibling’s slot becomes available. In the event that employees applying have the same service date, ties will be broken by a lottery system, drawing one name at a time.

Tuition Exchange Program awards are limited to a maximum of eight semesters of continuous, full-time undergraduate enrollment or until completion of a baccalaureate degree, whichever occurs first. Consult the Tuition Exchange Liaison Officer at the exchange institution where the student may enroll to ascertain the institution’s Tuition Exchange Program policies and procedures. Renewal eligibility for the Tuition Exchange Program requires annual re-certification by the Human Resources Office, satisfactory academic
standing, and compliance with Tuition Exchange renewal requirements at the awarding exchange institution.

The existence of this program does not negate nor modify in any way the admission requirements at any of the Tuition Exchange schools or the required academic standards for continuing as an enrolled student. Eligibility for course registration and maintaining student status is subject to the requirements established by the Tuition Exchange participating schools. Fisk University and the Tuition Exchange Program reserve the right to modify or terminate this program at any time.

IV. Enrollment Process at Fisk University

The Office of Human Resources must receive new student applications for Tuition Exchange Scholarship certification by 5:00 p.m. on October 1, before the student’s first fall semester of enrollment. For renewal student applications for Tuition Exchange re-certification, the Office of Human Resources must receive applications by March 1, before the student's next fall semester of enrollment. If October 1 or March 1 fall on a weekend, holiday or non-scheduled University workday, applications must be received in the Office of Human Resources by 5:00 p.m. of the first scheduled University workday following October 1 or March 1. Applications for certification/re-certification may be obtained from the Office of Human Resources.

The Office of Human Resources will acknowledge the receipt of each submitted application. Fisk University requires new and returning students to file a Free Application for Federal Student Aid (FAFSA) each year to be eligible for CIC-TEP through the Financial Aid Office. A FAFSA must be completed by March 1. CIC-TEP awards supersede previously awarded funds.

The Office of Human Resources will review all applications for tuition exchange scholarships in early March, after notification from the Financial Aid Office that FAFSA and financial aid packets have been fully processed. Scholarship award notifications will be sent by early April. Those making application but not approved for certification will be placed on a waiting list. Applications received after the deadline will not be considered.

V. Enrollment at Other Participating Institutions
The Director of Human Resources has been formally appointed to facilitate Fisk University Tuition Exchange Program matters. The Director will prepare, authorize, and submit the Tuition Exchange Application/Certification Form to the Tuition Exchange Liaison Officer at the institution(s) to which the student is applying for a Tuition Exchange Program award. The Liaison Officers at the exchange institutions will notify the student that his or her application has been accepted or rejected, by returning completed copies of the Application/Certification Form to the student and the Director of Human Resources at Fisk University.

A Tuition Exchange award notification will specify the Tuition Exchange Program's award value as well as the institution’s charges for tuition and fees, room and board, and any other policies and procedures of the institution’s Tuition Exchange Program award. Students need to be aware of charges not funded by the Tuition Exchange Program award, as well as any requirements students must meet in order to maintain Tuition Exchange Program award eligibility.

VI. Failure to Notify of Your Award Status

All applicants approved for Tuition Exchange Program certification must notify the Director of Human Resources in writing of their Tuition Exchange Program award status no later than May 1 of the year immediately preceding their Fall enrollment. Failure to notify the Director will result in the student's Tuition Exchange Program eligibility certification being given to another applicant. Many of the schools in the Tuition Exchange network receive numerous applications from eligible Tuition Exchange candidates and use a merit system to select a small percentage of applicants. Some of the schools with large applicant pools are able to make offers to a majority of the applicants who qualify for admission because they sponsor a large number of exports. Employees and their children are encouraged to apply to more than one Tuition Exchange institution in order to maximize the chance that a Tuition Exchange seat is awarded to them at the college or university to which they apply.

University employees who have questions or need assistance with these guidelines may contact the Office of Human Resources at 615.329.8718.