

Villanova University Tuition Exchange Guidelines

The national Tuition Exchange (TE) Program allows for exchange among various colleges and universities of employee children. These scholarships are currently limited and the number available each year depends on the credit balance within the TE program. The guidelines contained herein may be modified or amended at any time for any reason as determined by Villanova University. Villanova University assumes no financial responsibility for any additional expenses should the TE Program become suspended or terminated.

Beyond the information available in the national TE brochure and web site (www.tuitionexchange.org), the University's TE Committee has established certain rules and guidelines as to eligibility for application:

1. Eligibility

a) Service -- The opportunity to apply for TE scholarships is available to all employees *currently* employed full-time at Villanova University who have worked full-time for at least five consecutive years before the September 1 of the year in which the tuition exchange benefit is to be used. (Years of part-time service, as reflected in the employee's adjusted date of hire, count toward full-time service.) Double benefits are not permitted if both parents are employed at Villanova and meet these criteria. The benefits are based on years of service as follows:

- (1) Five (5) years or more of consecutive full-time employment immediately before the September 1 of the year in which the tuition exchange benefit is to be used makes an employee eligible to apply for up to two years of TE scholarship for a dependent.
- (2) Ten (10) years of consecutive full-time employment immediately before the September 1 of the year in which the tuition exchange benefit is to be used makes an employee eligible to apply for up to four years of TE scholarship for a dependent.
- (3) Fifteen (15) years of consecutive full-time employment immediately before the September 1 of the year in which the tuition exchange benefit is to be used makes an employee eligible to apply for up to six years of TE scholarship for dependents.
- (4) Twenty (20) years of consecutive full-time employment immediately before the September 1 of the year in which the tuition exchange benefit is to be used makes an employee eligible to apply for up to eight years of TE scholarship for dependents.
- (5) For each five years of consecutive full-time service beyond twenty years, an employee is eligible to apply for an additional two years of TE scholarship for dependents.

NOTE: THESE BENEFITS ARE NOT GUARANTEED, BUT ARE DEPENDENT ON THE CREDIT BALANCE WITHIN THE TUITION EXCHANGE PROGRAM AND THE UNIVERSITY'S ELECTION TO CONTINUE TO PARTICIPATE IN THE TE PROGRAM. SENIORITY AT THE TIME OF APPLICATION EACH YEAR WILL DETERMINE FINAL SELECTION OF ALL EMPLOYEES ELIGIBLE UNDER THE ABOVE BASE REQUIREMENTS. YEARS OF SERVICE ARE DETERMINED BY ADDING TO THE EFFECTIVE DATE OF FULL-TIME EMPLOYMENT THE NUMBER OF TWELVE-MONTH INCREMENTS UP TO SEPTEMBER 1 OF THE YEAR OF USE.

b) Children -- The term "children" refers only to natural and legally adopted children. In addition, the child must be financially dependent on the parent employed by Villanova; i.e., the child must be claimed as a dependent on tax returns.

c) Retirement, Death or Incapacitation -- The children of a full-time employee with at least ten years of service who retires, dies, or is fully incapacitated while they are enrolled in a university shall continue to

enjoy the benefits of, or be eligible for TE, provided all university requirements are met. Any children not yet enrolled in a university at the time of that retirement, death, or incapacitation will also be eligible to apply. The children of a full-time employee with less than ten years of service, who retires, dies or is fully incapacitated while they are enrolled in a university shall be allowed to continue with TE to the end of the academic year. The benefit ceases with an employee's resignation, although the student will be permitted to continue to the end of the semester then in progress should the resignation take place after a term begins.

For purposes of this Section, "retires" means leaves the employ of the University either under a University authorized early retirement program or at a time when the eligible employee is entitled to draw social security retirement benefits upon separation from employment. The fact that an eligible employee may be vested in any of the University's pension plans at the time an eligible employee separates from employment does not constitute a retirement under this section.

II. Limitations and Coverage

- a) Admission – Children of eligible employees must make timely application and meet regular admission requirements of the institution(s) to which they apply.
- b) Institutions and Programs – Eligible children who are admitted to and who attend institutions which are members of TE will be sponsored by Villanova University and shall have tuition remitted in accordance with the regulations and limitations of TE. Villanova's sponsorship will not include attendance at the graduate schools of member universities. Each semester of Villanova TE benefit used by an eligible child will be applied to the four years of Villanova Tuition Remission; i.e., the combined total benefit under both plans for each eligible child shall not exceed four years.
- c) Academic Performance – Grade reports must be submitted to the appropriate Villanova administrator at the end of each semester as proof of continued eligibility. Children attending institutions under TE must meet all requirements established at those institutions. All students enrolled in the TE program must be recertified each year.

III. Guidelines

- a) Application for TE must be filed with the appropriate TE administrator before October 1 immediately preceding the academic year for which the scholarship is desired. Employee children currently attending Villanova or other academic institutions are eligible to apply.
- b) Selection among all applicants will be made by October 15. This selection will be determined by a committee composed of one administrator, two faculty members, and two staff members; committee members may repeat terms. The administrator will be appointed together by the Senior Vice President for Administration and the Vice President for Academic Affairs; faculty members will be appointed by the Faculty Congress; and staff members will be appointed by the Senior Vice President for Administration. To avoid any conflict of interest, no one may serve on the committee whose child is an applicant for or recipient of a TE award that year. The appropriate TE administrator officer will serve as an ex-officio, non-voting member.
- c) If the number of application received by October 1 exceeds the number of positions available, a ranking will be established based on the number of years (determined by effective date of employment) of consecutive full-time employment before application to the University's TE Committee.

Among those eligible employees with the same effective date of employment, preference shall be given to the employee with the least number of years of TE benefit already used. Where service and benefit use are equal, then selection will be made by lottery. Participants must re-apply each year; seniority dictates renewal. The assumption (not guarantee) is that renewal will occur for the number of eligible years.