

4. POLICY

A. Background

1. Tuition Exchange Program: The Tuition Exchange Inc. (TE) facilitates a national scholarship exchange program. Members include public as well as private institutions, research and doctoral universities, liberal arts colleges, and comprehensive institutions. [View a complete list of member institutions](#)

- b. In May of each year, the TELO will request confirmation from the Eligible Employee that the exported student remains eligible for the program then notify the importing institution in accordance with the TE program's instructions. It is vital that the Eligible Employee responds timely to this request.
 - c. Should the parent leave Citadel employment or Component Units employment, the participant's import school will be notified that the student is no longer eligible at the conclusion of the term in which the employee separates. In the case of both parents working for The Citadel or a Component Unit, provided the other parent is eligible the TE awarded student will retain their eligibility.
 - d. In the case of a student transferring schools to another TE participating institution, The Citadel will continue to support the TE awarded student for a maximum of 8 semesters or graduation, whichever is first; however, the TE school where the student is transferring has the right to refuse the request.
6. Participation in The Citadel's TE program will be terminated if:
- a. Eligible Employee is no longer employed at The Citadel, a Component Unit on a full-time permanent basis.
 - b. Dependent is not recertified/renewed to continue enrolled institution because of import school requirements or withdrawing from the educational program.
 - c. Students who lose TE eligibility due to failure to maintain the participating institutions or The Citadel's requirements, may not be considered for future export consideration to either the same school and/or a new school.
7. The following circumstances will be reviewed on an individual basis:
- a. The employee dies, is on long term disability, or medical leave.
 - b. The student is unable to continue due to illness – we will follow the guidelines of the Host TE Institution.
 - c. If a student takes a medical withdrawal, his or her TE scholarship will remain available for the subsequent year providing that the institution he or she is attending agrees to allow the student to return on a TE scholarship.

C. Imports

- 1. The Citadel will offer at least three imports per year. The number of scholarships awarded is subject to review annually and may change from year to year in accordance with TE guidelines.

2. A TE Scholarship only applies to those students participating in the South Carolina Corps of Cadets. The TE Scholarship program does not apply to Citadel employee dependents applying to The Citadel.
3. Under The Citadel's Tuition Exchange Program, the maximum scholarship award for new or continuing students will not exceed the in-state tuition for South Carolina residents or one-half of out-of-state tuition for non-residents.
4. All TE import awarded students in their initial year are required to complete the Free Application for Federal Student Aid. (FAFSA). Failure to do so may result in the candidate not being selected.
5. In the case where the import student does qualify, it is expected that the student and family will continue to apply and adhere to all admissions processes.
6. TE Scholarship may only be applied to tuition. Applicants who may be awarded a full ROTC scholarship must choose to apply their ROTC scholarship toward payment of Room, Board and Fees.
7. TE import awarded students are required to maintain Satisfactory Academic Progress and enrollment standards as defined by the college. Refer to the college catalog for specific information regarding Satisfactory Academic Progress standards.
8. TE import award recipients are encouraged to apply for outside scholarships. These dollars are available to help the student and family pay for college costs beyond the cost of tuition.
9. A TE import scholarship may only be used for semester-long study abroad programs.
10. To apply for a TE Scholarship at The Citadel, qualified candidates must:
 - a. Review the admissions procedures and TE program requirements included in this policy.
 - b. Apply and be accepted by The Citadel.
 - c. Have the sponsoring institution certify that they are an eligible candidate for the TE program.
 - d. Complete the FAFSA for the next academic year.
 - e. Fill out the EZ Online Application located at the Tuition Exchange website and select The Citadel as your institution of choice.
 - f. By January 15th of the year,

8. REVIEW

The Citadel reserves the right to terminate the Tuition Exchange program or modify the Tuition Exchange guidelines as it deems appropriate to meet program objectives. The President or his designee may modify qualifications for this program appropriate to meet institutional goals. This policy will be reviewed annually.

FOR THE PRESIDENT:

OFFICIAL

xx/SALLY SELDEN, Ph.D.
Provost and