I. Purpose

The purpose of this benefit is to provide educational opportunities to eligible dependent children of faculty and staff through participation in the Tuition Exchange (TE) Program [www.tuitionexchange.org] and the Associated Colleges of the South Tuition Exchange Program (ACSTEP) [www.colleges.org/programs/tuition-exchange-program]. Together referred to as “tuition exchange benefits” and “tuition exchange program.”

II. Eligibility and Limitations

A. Regular full-time (those working 1,462 hours or more annually) faculty and staff with one (1) year of continuous service are eligible to apply. The one year of continuous employment must be attained prior to the start of the student’s first semester. New faculty and staff members who have met the one year eligibility criteria in a benefits-eligible position at another institution of higher learning prior to accepting a position at Rollins, shall be deemed to have met the one year (1) requirement.

**NOTE:** Effective March 1, 2011, the College approved material changes to the eligibility criteria for participation in the ACS Tuition Exchange Program and those faculty and staff hired prior to March 1, 2011, were grandfathered under the eligibility requirements previously in effect. Under the provisions of the previous policy, all regular full and part-time (those working 1,000 hours or more annually) faculty and staff with ninety (90) days of continuous service were eligible for the ACS Tuition Exchange Program. This grandfather provision applies only to the ACS Tuition Exchange Program.

B. Should a faculty or staff member with five (5) or more years of continuous service become totally disabled or die while still in employment status, the College will continue to provide the tuition exchange benefits to those dependents qualifying for present or future assistance at the time of the faculty or staff member’s disability or death. If a retiree who is eligible for retirement benefits per Policy 300.12 dies, the College will continue to provide the tuition exchange benefits to those dependents qualifying for present or future assistance at the time of the retiree’s death.

C. Should a faculty or staff member separate from the College while a dependent child is actively participating in a tuition exchange program, the dependent child may complete the courses that they were enrolled in at the time of separation, but may not enroll in additional courses under the Tuition Exchange program. If the dependent child has registered for classes but...
not yet begun classes, the dependent child will not be permitted to complete the classes. The value of the tuition may be taxable under Internal Revenue Service (IRS) guidelines once an employee terminates employment and employees should consult outside professional tax guidance.

D. Employees on leave of absence should refer to the continuation of benefits provision in the appropriate leave policy to determine eligibility for this benefit while on leave.

E. An eligible dependent child is defined as one who is a natural child, a step-child, or a child legally adopted before attaining the age of sixteen (16) and who is eligible to be a dependent under IRS guidelines.

F. An eligible dependent child may also include a child for whom a faculty/staff member has been granted guardianship before the child attains the age of sixteen (16) and who is primarily dependent on the employee for financial support. The faculty/staff member is required to provide the Human Resource Department with a copy of the court-approved guardianship documentation, as well as the previous year's Federal Income Tax Form (1040) at the time they apply for remission.

G. The value of undergraduate tuition exchange benefits received by an employee’s dependent child under this policy is non-taxable, provided that the child is a “tax dependent” under IRS guidelines. The value of undergraduate tuition exchange benefits received for the dependent child of an employee’s domestic partner is taxable income to the employee, unless such child is a legal dependent of the employee (i.e., adopted).

H. Dependent children of eligible employees may not concurrently receive benefits under more than one College tuition benefit program, e.g., may not receive benefits under the TE program and receive the Tuition Grant benefit. Refer to the Tuition Grant policy for additional information.

I. Benefit - the grants are available for four years (eight [8] semesters) of study.

III. Associated Colleges of the South (ACS) Tuition Exchange Procedures

A. To be eligible for ACS Tuition Exchange grant (ACSTE), a student must fulfill all of the following conditions:
   1. eligible for Rollins College tuition remission benefits in accordance with College policies;
   2. a dependent child of full-time Rollins employee;
   3. seeking full-time undergraduate degree status during the regular school year;
   4. accepted for admission by one of the participating institutions; and
   5. approved for tuition exchange on a space available basis.

B. Rollins College must pay a fee of $1,500 per student per year to the institution. Each participating student must also pay a participation fee of $1,500 to the institution.
C. The institution the student wishes to attend will determine the student's eligibility for acceptance at the College and whether the student will receive the tuition grant. Participating schools may limit the number of students they accept from another exchange school.

D. Student obtains application from desired institution(s), completes, and returns to same. The application must include a Tuition Exchange form completed by the Rollins College Tuition Exchange Liaison Officer* (TELO), certifying the eligibility of the applicant for the grant.

E. To determine eligibility for state and Federal aid, applicants are required to complete the process of applying for financial aid at the desired institution. In cases where such funds are available, the amount rebated toward tuition will be reduced by the amount received from these public sources.

F. When the student is notified of acceptance, the TEP Coordinator at the home institution is also notified. Approval of the tuition exchange grant is determined by the desired institution and the TELO at the home institution is notified of the award.

G. Students may apply to more than one participating school, but separate applications and certification forms are required for each.

H. Students currently enrolled in participating ACSTEP institutions who are not participating in the Tuition Exchange program may be considered for tuition exchange eligibility by the institutions they are attending. However, there is no guarantee that the grant will be awarded. The TELO at the home school (Rollins College) should be notified immediately if an eligible student is currently enrolled. A Tuition Exchange Certification form must be filed with the institution the student is attending.

I. Students enrolled at non-participating institutions may apply to participating institutions as transfer students and will be considered for tuition exchange eligibility on the same basis as first-time students.

J. At some colleges, the tuition exchange benefit may not cover charges for off-campus study programs. The final decision about the applicability of tuition grants to such programs will be made by the college the student is attending.

*NOTE: Rollins College’s participation in the ACS Tuition Exchange Program (ACSTEP) is administered by the Rollins College TELO within the Office of the Dean of Admission & Enrollment. Those employees who are interested in applying for the ACSTEP benefits should review the ACSTEP policies and procedures, available at www.colleges.org/programs/tuition-exchange-program, and contact Rollins’ TEP Coordinator. Due to the program decision timelines involved, students should apply for admission and ACSTEP program benefits as early as possible (in time for early admit decisions by December 15) to receive full consideration.
IV. Tuition Exchange Program (TE) Procedures

A. For 2016-2017 TE colleges are required to cover at least $34,000 of their charged tuition. This is called the minimum "set rate" value. If the tuition is higher, the participating TE College may offer a Tuition Exchange Scholarship (TES) covering all or some of the remaining tuition cost. If it does not, then the balance will be the responsibility of the student. If the tuition is lower, the participating TE College may reduce the TES by Federal, state, and/or institutional scholarships.

**Example**

<table>
<thead>
<tr>
<th>College</th>
<th>Tuition</th>
<th>Exchange Grant</th>
<th>Difference Paid by Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>College A</td>
<td>$44,000</td>
<td>$34,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>College B</td>
<td>$25,000</td>
<td>$25,000</td>
<td>$0</td>
</tr>
</tbody>
</table>

The Tuition Exchange Board of Directors establishes annually the set rate value amount based on a weighted average of all participating TE College tuitions. Please visit [www.tuitionexchange.org](http://www.tuitionexchange.org) to view each participating college’s TE Scholarship amount.

B. Rollins has limited its annual export slots for dependent children to a maximum of 10. Thus, if Rollins has more than 10 requests in a given year, employment seniority will be used to determine eligibility for certification. The remaining applicants will be placed on a wait list and may be certified as slots become available.

C. If Rollins has more exports (Rollins dependents) receiving scholarships than imports (other schools’ dependents) coming to Rollins, then the number of exports will be restricted to only three (3) students.

D. To apply, the employee submits a [TE application](http://www.tuitionexchange.org) to the TELO. The TELO work with the Human Resources Department to determine if the employee is eligible to apply. This process is called certification. The College may certify an eligible dependent for up to eight (8) semesters under the TE program.

E. The employee’s dependent child applies for admission to one or more TE participating colleges.

F. If the dependent child is admitted, the participating college determines if a TE Scholarship is awarded. Admission in and of itself does not guarantee that a TE Scholarship will be awarded. Students may be admitted to a TE participating college and not receive a TE scholarship.

G. TE applications must be submitted to the Rollins TELO by no later than October 15 of the academic year preceding the academic year of enrollment. Applications received after this date will be accepted and certified on a space available basis.

1. Applications to the TE schools should be submitted no later than the earliest admission deadline of the particular school of interest. Please check the TE website for the schools you wish to apply for application deadlines. See [www.tuitionexchange.org](http://www.tuitionexchange.org)
2. There will be no cost to the employee for the dependent child receiving a TE Scholarship. Rollins will pay the $35.00 annual administrative fee to Tuition Exchange for each recipient.

V. Related Policies or Applicable Publications


ACS Tuition Exchange Program: www.colleges.org/programs/tuition-exchange-program

The Tuition Exchange Program: www.tuitionexchange.org

Rollins College Tuition Grant Program: www.rollins.edu/human-resources/documents/policies/benefits/tuition-grant-program-300791.pdf