

Tuition Exchange Student Eligibility Guidelines For Loyola University New Orleans (LOYNO)

Tuition Exchange (TE) is an exchange program that Loyola University New Orleans belongs to and as such, is able to offer additional educational opportunities to our employees. There is no guarantee that your dependent will be able to utilize the program. This program is available for you to consider.

IMPORTANT APPLICATION DETAILS:

(Attending LOYNO with a parent employed at another participating school)

1. Any TE import applicant wishing to be fully considered for a TE award must complete the admission process and be fully admitted before any official TE award is offered.
2. Only import applications from prospective, first time students are considered.
 - a. First time import transfer students to LOYNO are eligible to apply for import consideration.
 - b. Current LOYNO students are not eligible to apply for import consideration.
3. TE Import awards are available to dependent child(ren) students of full-time faculty, administration, and staff of the participating institutions where:
 - a. A dependent child is a child by birth, marriage or adoption and is claimed as a dependent on either of the parent's most recent Federal tax return.
 - i. Any imported student who is fully admissible to the university or colleges within the university
 - ii. Any imported degree seeking undergraduate student who is enrolled at least part time. Enrollment less than full time in any semester or term counts as a semester and no term pro-ration is provided.
 - b. Degree seeking means student is enrolled in a program of study for a degree from one of the participating TE institution
4. TE application process and timeline:
 - a. Step 1: Contact the Export (Home) school Tuition Exchange Liaison Officer (TELO) to obtain an electronic application.
 - b. Our TE school code is: **LOYN**
 - c. Loyola University New Orleans Tuition Exchange priority date to receive import TE applications is February 15.
 - i. Priority date means those import applications with completed Admissions applications AND completed TE applications are provided first consideration. Import TE applications received after this date will be considered on a first-come, first-serve basis providing TE spots remain available.
 - ii. LOYNO reserves the right to limit the number of TE import award offers in any given year.

- iii. In the case of a GAP year, requests for deferred admission will not retain the applicant's TE designation and they will need to reapply to be considered for TE.
- iv. First time TE import recipients meeting the priority date are notified no later than April 1. The TE award will be a part of the student's total financial aid notification.
- v. First time Suggested Date April 1 TE import recipients have until May 1 to accept or decline the TE award.
 - 1. New students are expected to submit the Admissions Deposit. The Admissions Deposit must be received by May 1 in order for the TE award to be considered firm.
 - 2. If offered a TE award at a later time, there is a two week accept or decline date and the Admissions Deposit must be received with the acceptance notification.
- vi. Continuing TE Scholars are responsible to confirm with the Home Institution (EXPORT) TELO their continued Export eligibility.
 - 1. Once spring grades are released – confirmation will be on the financial aid award notification for continuing TE award.
 - 2. If no, confirm with your Exporting (Home) school that your application was re-certified. If yes, check with the TELO at your Importing (attending) school.
 - a. Common issues include – you have not registered for next semester classes; you did not maintain academic eligibility; you did not complete the required application process; or you have utilized the maximum number of TE import semesters.
- vii. The TE award is potentially available for a maximum of eight (8) semesters or graduation whichever is first.
 - 1. In the case of a TE import student enrolling less than full time in any semester or term (this includes summer or interterm/term), enrollment counts as a semester. No term pro-ration is provided.
- viii. Step 2: All undergraduate TE import awarded students in their initial year are required to complete the Free Application for Federal Student Aid. (FAFSA)
 - 1. For import students residing on campus, any qualifying federal Pell Grant dollars will be available to help pay for costs beyond tuition.
 - 2. For import students residing off campus, any qualifying federal Pell Grant dollars will be deducted from the TE award.
 - 3. In the case where the family does not qualify for federal Pell or State grant dollars in the initial year, there is no requirement for the family to make subsequent FAFSA applications for purposes of Tuition Exchange eligibility.

4. In the case where the import student does qualify, it is the expectation that the student and family continue to apply.
 - a. Should the FAFSA application not be received at the time of awarding, the TE import award will be reduced by the Annual maximum federal Pell grant and maximum state grant allowable.
5. Questions regarding the financial aid application process should be directed to the Financial Aid Office.
6. Any institutional funding awarded to the student will be included as part of the total Tuition Exchange award.
7. TE import awarded students are required to maintain a cumulative GPA of 2.0 or above and Satisfactory Academic Progress as defined in the Financial Aid Office and in the appendix. Each TE school's requirement may be different, therefore, only LOYNO is listed in the Appendix*.
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. TE participating institution reserves the right to review this statement in the case of a student garnering funds in excess of the annual Cost of Attendance. For additional information, contact the Financial Aid Office.
10. A TE import award at LOYNO carries a value of full tuition or (Tuition Exchange annually established Optional Set Rate) less any federal and/or state dollars (as noted in items 2 and 3 above).
 - a. The value of the annual imported TE award is adjusted annually. (Exception would be in the case where the university freezes tuition for students in previously identified situations.)

Students wishing to attend a school other than Loyola University New Orleans are encouraged to review the Tuition Exchange website. www.tuitionexchange.org. The family section provides you with the names of all TE member schools and general program information. It is your responsibility to be familiar with the Import school deadlines and any other TE specific requirements for export.

EXPORT APPLICATION DETAILS:

(Parent employed at LOYNO with dependent child attending another TE School)

Any TE export applicant wishing to be considered for TE export consideration must complete the LOYNO TE Program Export Application. The application is available on line at [FACHEX/TEP Student Export Application](#).

1. Export eligibility: the individual seeking to be exported must be a dependent child of the benefits-eligible employee. The term legally dependent child shall be limited to children by birth, marriage or adoption claimed on either parent's most recent federal income tax return.
2. The employee must be benefits-eligible and have started employment on or before the semester the dependent student enrolls in course studies.
 - a. Part-time staff, temporary or on-call staff, and adjunct faculty members are not eligible for TE award consideration for dependents.
3. In the case of retirement, reduction in force or other mitigating circumstances revolving around TE eligibility and employment, visit with your immediate supervisor regarding next steps.
 - a. In the case of the deceased employee visit directly with HR regarding tuition benefit options.
4. LOYNO will export one dependent per family over the course of a four-year period. It is the responsibility of the family to determine which dependent will be selected as the Import. Do not ask the school to submit multiple family applications to see which one is selected.
5. In the case of both parent's employed by LOYNO. It is still one export per family.

LOYNO has an official TE award application. It is available online at [FACHEX/TEP Student Export Application](#). This is the application required for TE applicants to be considered.

6. First year, first time students will be given first consideration.
7. In the case of a continuing student wishing to be exported, please be sure to check with your attending (importing) school to confirm they will consider a continuing student as eligible for TE.
8. Transfer students will be considered only in the case of remaining unfilled spots. Again, it is important to check with the attending (importing) school to confirm they will consider a transfer student as eligible for TE.

Export Eligibility details:

Tuition Exchange, Inc. requires all members to maintain a five-year average balance of Exports and Imports.

To insure LOYNO is keeping our eligibility in check, LOYNO reviews annually the number of Exports and Imports currently in the system to determine the number of eligible exports that can be offered for the following academic year.

1. The deadline to apply for Tuition Exchange consideration is February 15.
 - a. If you miss this deadline, applications will be accepted on a first-come, first-serve basis. Please be aware that those not received in advance of the deadline above may not be considered at all or may be considered well after May 1.
2. If multiple applications are received simultaneously, then the actual Export selection process is based on employee seniority or a weighted lottery based on the employee's length of service.

- a. In the case of both parents employed by LOYNO, the parent with the longer employment history will be parent of record for purposes of the lottery.
3. In order for a TE scholar to be renewed for subsequent years (up to a maximum of 8 semesters or graduation, whichever is first) LOYNO will confirm the employed parent has maintained employment eligibility at the conclusion of each grading period.
 - a. Should the parent leave LOYNO employment, the Import school will be notified that the student is no longer eligible at the conclusion of the term in which the employee separates.
 - b. In the case of both parent's working for LOYNO provided the other parent is eligible (see item 2 in the Export application details section) the TE awarded student will retain their eligibility.
 - c. In mitigating circumstances of employment, it is important for the employee to visit directly with their supervisor for next steps.
4. In addition to maintaining eligibility for Export, the student is responsible for maintaining academic progress and positive social deportment at the Importing school. TE Award eligibility is a two-way street. Generally, this information is available in the college catalog or student handbook of the Importing school.
 - a. Students who lose TE eligibility due to failure to maintain as stated above will not be considered for future export consideration to either the same school and/or a new school.
5. In the case of a student transferring schools, LOYNO 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 Import request.
6. In the case of a student withdrawing from the educational program - LOYNO will consider continued Export support on a case-by-case review. Please visit with Ross Matthews or Donna Rochon (TELO) for specific requirements in this situation.
7. LOYNO will follow-up with each employee mid-October and again mid-February to confirm the Exported student is still enrolled at the school of Import record. It is vital that the parent respond timely to this request.
8. Mitigating circumstances are reviewed on a case-by-case basis and any decision made is considered final.

Loyola University New Orleans retains the right to modify, change or revise these guidelines.

***APPENDIX**

LOYNO Satisfactory Academic Progression Requirements for TE Imports

Each undergraduate student is allowed a maximum of eight (8) semesters or graduation whichever comes first. However, for an undergraduate to be considered as progressing normally, the student's ratio of earned hours to scheduled hours must be as follows:

When total scheduled hours are:	Earned hours must be at least:
Less than 26	50% of scheduled hours
26 to 50 hours	55% of scheduled hours
51 to 75 hours	60% of scheduled hours
76 to 100 hours	65% of scheduled hours
101 to 125 hours	70% of scheduled hours
126 to 175 hours	75% of scheduled hours

Probationary Status

Degree seeking students placed on probation will be allowed one semester on TE in order to meet eligibility requirements. Those failing to do so will be ineligible for TE.