

Refer to Section {B}
{Personnel}Unit
Procedure for {B 38 – Tuition Exchange}



Institutional membership in the Council of Independent Colleges (CIC) tuition exchange program enables students from families of full-time Midway College faculty, staff and administrative employees to choose among other colleges and universities rather than attending Midway College. Colleges and universities participating in this program have agreed to accept—general tuition free--students from families of full-time employees of other CIC institutions (full-time as designated by the employer/institution). Tuition exchange awards do not represent an exchange of actual dollars. However, there may be tax implications (consultation with a tax advisor is recommended). A participating institution is required to import at least three new CIC tuition exchange program students each year if applications are received by the April 1 deadline. The host institution’s commitment to each student is limited to full tuition remission, less any duplicative state scholarships or other types of financial aid. In lieu of fees Midway College has elected to charge differential tuition rates in some programs. The remission granted by Midway College for all courses will be equal to the general tuition rate for that academic year. Students are responsible for all other costs exceeding general tuition. Midway College assumes no financial responsibility for any educational expenses should the tuition exchange program become suspended or terminated.

EXPORTED STUDENTS:

Definitions:

- Admission:** Students must make timely application and meet admissions requirements of the institution(s) to which they apply. Since importing colleges hold tuition exchange openings only until April 1 of the year preceding attendance, it is suggested that students desiring this benefit apply and be accepted prior to the April 1 deadline.
- Eligible employee:** Any current full-time employee who has at least one year of service. CIC-TEP benefits are automatically terminated if the employee (e.g., the student’s parent) drops below full time employment at the exporting institution.
- Maximum award:** Tuition exchange may be awarded to students from families of full-time eligible employees. Tuition exchange awards will not exceed a maximum of four years or the equivalent per eligible applicant, and the recipient must reside on campus.

Refer to Section {B}
{Personnel}Unit
Procedure for {B 38 – Tuition Exchange}



Student: A student is defined as a dependent (equivalent to the IRS definition of a dependent), spouse or the full-time eligible employee. A dependent is any natural or legally adopted child. In addition, the child must be financially dependent on the parent employed at Midway College; i.e., the child must be claimed as a dependent on tax returns. Exceptions will be handled on a case by case basis.

Tuition exchange: A program through which a participating institution accepts—tuition free--students from families of full-time eligible employees of other CIC institutions. Tuition exchange is awarded for full-time, undergraduate work only. It is not available for graduate study, non-degree study, second undergraduate degrees or study abroad programs.

Tuition exchange liaison officer: The Director of Financial Aid serves as the liaison officer, and administers the program on campus, meets with employees, prepares paperwork, and serves as the primary communication link between the exchange program and campus.

Eligibility:

1. Full-time faculty, staff and administrative employees (as defined by the college) are eligible for the benefit.
2. In the event of an employee’s death or incapacitation, the tuition exchange student will be permitted to continue to the end of the four-year eligibility period as long as acceptable academic standing is maintained. This benefit must be maintained in keeping with the importing institution.
3. In the event of an employee’s termination or resignation, the exchange student will be permitted to continue to the end of the current academic term should the termination/resignation take place after a term begins.
4. In the event that both parents are employed by the college and are eligible for the tuition exchange program, double benefits will not be granted to their dependent(s) e.g., only one exchange award per person.

Refer to Section {B}
{Personnel}Unit
Procedure for {B 38 – Tuition Exchange}



IMPORTED STUDENTS:

Definitions:

- Academic term:** The current period of enrollment as defined by the registrar’s office.
- Admission:** Students must make timely application and meet admissions requirements of the institution(s) to which they apply. Since all importing colleges hold tuition exchange openings only until April 1 of the year preceding attendance, it is suggested that students desiring this benefit apply and be accepted prior to the April 1 deadline.
- Duplicative financial aid:** Federal and state grants and all Midway College scholarships, grants and student employment.
- Eligible employee:** Any currently full-time employed faculty, staff or administrator. CIC-TEP benefits are automatically terminated if the employee (e.g., the student’s parent) drops below full-time employment at the exporting institution.
- FAFSA:** Free Application for Federal Student Aid.
- Full time enrollment:** A student in the tuition exchange program must be enrolled in 12 or more credit hours in an academic term.
- Maximum award:** Tuition exchange may be awarded to students from families of full-time eligible employees. Tuition exchange awards will not exceed a maximum of four years or the equivalent per eligible applicant, and the recipient must reside on campus. In lieu of fees Midway College has elected to charge differential tuition rates in some programs. The remission granted by Midway College for all courses will be equal to the general tuition rate for that academic year. Students are responsible for all other costs exceeding general tuition.
- Non-duplicative financial aid:** Federal student employment, federal loans, outside community scholarships and employer reimbursement assistance.

Refer to Section {B}
{Personnel}Unit
Procedure for {B 38 – Tuition Exchange}



Student: A student is defined as a dependent (equivalent to the IRS definition of a dependent), spouse or the full-time eligible employee. A dependent is any natural or legally adopted child. A student in the tuition exchange program at Midway College must be enrolled full time. Exceptions will be handled on a case by case basis.

Tuition exchange: A program through which a participating institution accepts— tuition free--students from families of full-time eligible employees of other CIC institutions. Tuition exchange is awarded for full-time, undergraduate work only and the recipient is required to live on campus. It is not available for graduate study, non-degree study, second undergraduate degrees or study abroad programs. In lieu of fees Midway College has elected to charge differential tuition rates in some programs. The remission granted by Midway College for all courses will be equal to the general tuition rate for that academic year. Students are responsible for all other costs exceeding general tuition.

Tuition exchange liaison officer: The liaison officer administers the program on campus, meets with employees, prepares paperwork, and serves as the primary communication link between the exchange program and campus. The tuition exchange liaison at Midway College is the Director of Financial Aid.

Eligibility:

1. Eligibility to apply for a tuition exchange award is determined by the exporting institution. However, tuition exchange awards are granted by Midway College. The college cannot guarantee that any applicant, no matter how well qualified, will receive a tuition exchange award.
2. Eligibility for tuition exchange in no way guarantees admission to the college nor obligates the admissions office to automatically accept applicants for admission.
3. In the event of an employee’s death or incapacitation, the tuition exchange student will be permitted to continue to the end of the four-year eligibility period as long as acceptable academic standing is maintained. The policy of the exporting institution will take precedence over this point.
4. In the event of an employee’s termination or resignation, the exchange student will be permitted to continue to the end of the current academic term should the

Refer to Section {B}
{Personnel}Unit
Procedure for {B 38 – Tuition Exchange}



termination/resignation take place after a term begins. The policy of the exporting institution will take precedence over this point.

Duration and Coverage:

1. Continued eligibility for participation is determined by the annual filing (by March 1) of the CIC tuition exchange program Student Application Form by the exporting institution's liaison officer. Students in acceptable academic standing are automatically eligible for up to three years of annual renewal of tuition remission for undergraduate study (for a total benefit of four years).

APPLICANT PROCEDURES

1. Each student applies directly to the institution(s) of their choice in accordance with the institution's procedures, submitting all required admissions and financial aid information and identifying themselves as a potential CIC-TEP applicant. Due to the mission of Midway College as a women's college, only female students are eligible to apply to the day college. Both males and females are eligible to attend the School for Career Development.
2. Student applicants are required to complete the Free Application for Federal Student Aid (FAFSA) and submit the results to the Midway College tuition exchange liaison officer by April 1. The student applicant should include Midway College's Title IV code of 001975 in the FAFSA. This form may be obtained in high school guidance offices, college financial aid offices, on the World Wide Web, and in public libraries.
3. Student applicants are to request that the liaison officer at the exporting institution complete the Tuition Exchange Program Student Application Form (provided by CIC) and direct it to the liaison officer at Midway College for determination of acceptance to the CIC tuition exchange program. Application for tuition exchange must be filed with the Midway College tuition exchange liaison officer to be received by April 1 immediately preceding the academic year for which the exchange is desired.
4. Selected applicants must accept the tuition exchange award in writing by June 1 for the upcoming academic year and notify the Midway College tuition exchange liaison officer. Applicants who do not meet this requirement will forfeit their awards.
5. Selected applicants who receive a tuition exchange scholarship are required to live on campus.
6. Applicants who are not selected for tuition exchange become alternates on a waiting list for the upcoming year. Alternates not selected may reapply for a tuition exchange award for the following academic year.

Refer to Section {B}
{Personnel}Unit
Procedure for {B 38 – Tuition Exchange}



7. If a tuition exchange recipient takes a leave of absence or withdraws from school, the student must notify the tuition exchange liaison officer at Midway College.

COMMITTEE PROCEDURES:

1. A committee appointed by the president and composed of the provost, one faculty representative and one staff representative will be responsible for the selection of applicants for tuition exchange awards. Selection among all applicants will be made by May 1. Committee members will serve two-year terms, and the Dean of Admissions may not be appointed. To avoid any conflict of interest, no one may serve on the committee whose child is an applicant for or recipient of tuition exchange during the year of service. If a substitute is necessary, the president will appoint that representative. The tuition exchange liaison officer will serve as ex-officio, non-voting member.
2. If the number of tuition exchange applications exceeds the number of positions available, the following criteria will be considered but not limited to:
 - a. Academic standing: high school or college GPA, SAT/ACT score and rank in graduating class.
 - b. Students who received tuition exchange awards at other participating CIC-TEP institutions. The students must also maintain acceptable academic standing.
 - c. Timeliness and completion of application.
3. Applicants who are not selected as tuition exchange recipients will be placed on a waiting list as alternates for the upcoming academic year.
4. In the event that a tuition exchange award recipient chooses to attend another institution or otherwise forfeits the right to receive a tuition exchange award, alternates will be reconsidered for any available slots.

The admissions office of Midway College is responsible for informing the student of their acceptance to attend the institution within two weeks of the receipt of their completed application.

The tuition exchange liaison officer at Midway College is responsible for informing the student of their acceptance to the CIC-TEP by May 1 immediately preceding the academic year for which the exchange is desired.

Midway College reserves the right to modify these guidelines.