



**TUITION EXCHANGE PROGRAM**



Boston University is a member of the Tuition Exchange Program, Inc. (TE), a national organization that administers tuition scholarships for dependent children of employees from member colleges and universities.

Each year Boston University's agreement with the Tuition Exchange Program, Inc. permits up to 10 students who are planning to enter their first year of college the following academic year to enroll in undergraduate degree programs at over 675 participating colleges and universities located in the United States and abroad.

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## Eligibility

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Your dependent children are eligible to apply to participate in the Tuition Exchange Program if you are a regular full-time employee with an appointment of nine months' or more duration, and if you will have completed at least 16 months of full-time service prior to the start of the fall semester at Boston University. Only one dependent per family may participate in the program at a time.

Your eligible dependent children are those whom you claim as exemptions on your federal income tax return during the calendar years in which they are enrolled in undergraduate degree programs through the Tuition Exchange Program. Only your unmarried dependent children or stepchildren who are under age 27 qualify for this program.

Your dependent children are not eligible for additional benefits as a dependent child of another employee eligible for Tuition Exchange benefits.

Employees whose percentage time worked decreases below the eligibility requirements for the Tuition Exchange Program will no longer be able to participate in the Tuition Exchange Program.

### *Proof of Relationship Requirement*

Proof of relationship to the employee must be provided for eligible unmarried dependent children. The employee must provide the following:

- A copy of the dependent's birth certificate, or
- A copy of the adoption certification, or
- A copy of the most recent tax return listing your dependent

These documents will be kept in confidential files in Human Resources.

### *Age Limit for Dependent Children*

Dependent children are no longer eligible for benefits under this program after the end of the semester in which they reach age 27. The exceptions to this provision are:

*Military Service* For unmarried dependent children who are honorably discharged veterans, the period of eligibility will be extended beyond age 27 by the number of months of their military service, up to a maximum of 48 months.

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## How the Program Works

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Students must be admitted as full-time undergraduate degree candidates at Tuition Exchange member institutions in order to be eligible for this program.

All students must apply to the institution in which the dependent child is interested and meet all admissions criteria of the admitting institution. Scholarships are available for a maximum of four years (8 semesters/12 trimesters) of full-time academic study in an undergraduate degree program. Summer sessions are excluded from this scholarship.

Enrollment must be re-certified annually. This means that you must maintain eligibility for Tuition Exchange benefits at Boston University for the full duration of the scholarship period in order to receive full benefits under the Tuition Exchange Program.

Once you have satisfied the Boston University service requirement described above, each of your eligible unmarried dependent children may

take up to 8 semesters or 12 trimesters through the Tuition Exchange Program, as long as they apply, are admitted to, and are enrolled in an undergraduate degree program at a participating Tuition Exchange institution. However, only one of your dependent children may participate in the Tuition Exchange Program at any given time.

Having a child participate in the Tuition Exchange Program does not preclude your other child(ren) from participating in the Tuition Remission Program at Boston University, at the same time.

Boston University will award up to 10 new Tuition Exchange scholarships for undergraduate education in each academic year. Each scholarship is awarded for a maximum of 8 semesters or 12 trimesters to cover four academic years of full-time undergraduate study at participating Tuition Exchange institutions.

Because the University must balance the number of Tuition Exchange students it "exports" to other member institutions with those it "imports" for enrollment at Boston University, the number of scholarships available for eligible dependents of Boston University employees in any academic year is limited. Tuition Exchange scholarship availability is dependent on the availability of spaces at the admitting institution.

The maximum semesters available for Tuition Exchange benefits are aggregated with

Tuition Remission benefits received at Boston University. Therefore, your eligible dependent child may not receive more than 8 semesters/12 trimesters of combined Tuition Remission and Tuition Exchange benefits.

If your employment ends before the first day of classes, and your dependent elects to enroll or continue enrollment at a participating institution, your dependent will be responsible for the full tuition for the courses taken that semester, as determined by the admitting institution. If your employment ends before the last day of classes during a given semester, your dependent's benefits will continue until the end of that semester.

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### Scholarship Amount

Each Tuition Exchange member institution determines the value of the scholarship it awards to each incoming student and records this on the Tuition Exchange Scholarship Certification Form. Benefits vary by member institution. There is a minimum amount set by the Tuition Exchange, Inc. (\$43,000 per year for the 2025/2026 academic year). Schools with tuition rates higher than this amount may opt to award only the minimum. Students are responsible for any costs which exceed the awarded benefit level.

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### How to Apply for Tuition Exchange Benefits

1. Review the list of Tuition Exchange institutions available at the Tuition Exchange, Inc. website at [www.tuitionexchange.org](http://www.tuitionexchange.org).
2. Complete and submit the Boston University Tuition Exchange Preliminary Application to

Human Resources. This application must be received by Human Resources no later than the deadline prior to the beginning of the academic year for which you are applying. Example: Applications for Fall 2025 must be received by December 1, 2024.

3. Tuition Exchange scholarship candidates must apply for admission to each member institution they wish to attend and complete any financial assistance documents required by that institution.

### *Selection Process*

Up to 10 dependent children who are planning to enter their first year of college the following academic year will be selected from the applicant group each academic year as candidates eligible to apply for Tuition Exchange scholarships. Applicant decisions will be made following review of the application submitted by the deadline. All eligible applicants will be notified of their status no later than December 21.

*First priority will be given to applicants whose sponsoring employee has the greatest length of employment service at Boston University.*

Length of service is based on years of continuous full-time service at Boston University. Among the applicants whose sponsoring employees have the same length of continuous service, priority will be determined by whether another dependent of the employee has used the scholarship. If all selection criteria are equal, a lottery system will be used. Applicants who are not selected will be placed on a wait list using length of service and will be notified if an opening becomes available.

Once a Tuition Exchange scholarship has been awarded, enrollment must be re-certified annually by the Boston

University Tuition Exchange Liaison Officer. Certification must be confirmed for returning students no later than January 15 prior to the beginning of the next academic year. Renewing Tuition Exchange students must meet all required academic and behavioral standards of the admitting institution to qualify for re-certification.

Completion of the application form for participation in the Tuition Exchange Program does not guarantee selection as a candidate, nor admission to the selected participating institutions. Selection as a candidate eligible to receive a Tuition Exchange scholarship also does not guarantee final selection as a Tuition Exchange scholarship recipient. Final selection is determined by the Tuition Exchange membership institution. Your dependent children must meet admission requirements of participating Tuition Exchange institutions and are subject to all academic rules, regulations, and fees which may apply. They must also be accepted by the Tuition Exchange institution as an "import" student eligible for a Tuition Exchange scholarship.

In the event that any or all of the top qualified applicants are unable to enroll at an institution participating in the Tuition Exchange Program in the year of application, eligibility will be

offered to applicants on the wait list.

*Special Provisions Protecting Benefits for Dependent Children Once Your Dependent Children Begin*



**Receiving Benefits** If you retire from the University at age 55 or later and have completed 10 or more years of continuous full-time service with the University after age 45, your eligible unmarried dependent children may continue to receive tuition exchange benefits in an undergraduate degree program pursuant to terms specified herein.

If you should die while employed at the University or are receiving disability benefits from the University's Long-Term Disability Plan, your eligible unmarried dependent children may continue to receive Tuition Exchange benefits through the semester subject to the program's limits, as long as they remain eligible. In subsequent semesters, your years of continuous full-time service up to the time when you became disabled or die will be used to determine the number of additional semesters, up to a maximum of 8 semesters/12 trimesters, for which each child is eligible in accordance with the following table:

Employee's years of continuous full-time service	Number of semesters per child
3 but less than 6	2
6 but less than 9	4
9 but less than 10	6
10 or more	8

***Paid Leaves of Absence and Sabbaticals***

Tuition Exchange benefits continue while you are on an approved leave of absence with pay. Tuition Exchange benefits also continue if you are a faculty member on an approved sabbatical with pay. In addition, the period of time you are on leave of absence or sabbatical will count toward any service requirements specified in the program.

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**Administrative Information About the Program**

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***Type of Program***

The Boston University Tuition Exchange Program is an unfunded educational assistance program. It is not subject to the provisions of the Employee Retirement Income Security Act (ERISA) of 1974.

***Program Amendment or Termination***

Boston University intends to continue the Tuition Exchange Program indefinitely; however, the University reserves the right in its discretion to amend, suspend, or terminate the program at any time.

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**Additional Administrative Information**

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***For Additional Information***

For additional information concerning the Tuition Exchange Program, contact Human Resources.

