

Tuition Exchange Application/Committee Policy

As of September 2017 Adelphi University has been in good standing with the Tuition Exchange organization. Good standing for Tuition Exchange (TE) purposes means that our ratio of import students to export students is within the acceptable boundaries for this status, based on a formula using the last five years' data.

As long as the University is in good standing, the University is not limited in its number of eligible exports and therefore the process that the former TE committee went through to determine eligibility is not necessary. Instead, the committee will be made up of two representatives from the Office of Human Resources (HR) and a representative from the Office of Enrollment Management to confirm eligibility regarding GPA and SAT/ACT scores. If we fall below the required ratio in the future, we will re-convene the larger TE committee in order to rank and select the top students.

Applicants must submit the online application by the deadline communicated in the campus-wide email and send in the required documentation. If they meet the minimum criteria, their applications will be approved online by HR. Applications and required documentation will be reviewed by the representatives in the Office of Human Resources and the Office of Enrollment Management. HR reserves the right to withdraw a TE application if for any reason an employee's or applicant's eligibility changes or if the University is not in good standing, which would require the need to limit the amount of applications approved and the reconvening of the full committee.

The Office of Human Resources has communicated to the applicants who understand that each institution has its own deadlines for TE applications. HR does not make a final decision on applications until late January. To avoid missing other institutions' deadlines, we will approve the applicant's application on a **contingency** basis as long as it's (1) submitted online, (2) the employee is here full-time for at least four continuous years and (3) the employee is currently active in a full-time position. If the applicant's application is not approved in January for any reason, including not meeting minimum eligibility requirements, the TE application will be withdrawn by HR.

All employees who submit applications will be notified in writing at the end of the process informing them of whether or not they have been approved for a TE scholarship.