

Tuition Exchange Export Eligibility Ratio and Application Policy

Export Eligibility Ratio:

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. If we fall below the required ratio in the future, we will need to limit the number of eligible exports. Depending on how many we can export at that time, we will limit exports based on employee seniority.

Application Process:

Applicants must submit the online application by the deadline communicated on Adelphi's Tuition Exchange website. If the employee meets the requirement of two years of continuous and active full time employment, the application will be approved online by Human Resources (HR). 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.

It is strongly recommended that students contact the school(s) they are applying to in order to find out if they have a specific Tuition Exchange application deadline and any requirements for acceptance.

After the TE application is approved by Adelphi it will be sent to each school that was listed on the application. Those schools will now need to make a decision to approve, wait-list or reject the TE application. Most schools will update the TE application with a decision in April. Once a decision is made by those schools and it is updated online, HR will notify the employee of the decision. If approved, the school(s) will send a letter to the address listed on the application with congratulations and instructions on what to do next. If the TE application(s) is approved, the employee must notify HR if the dependent will be utilizing TE and at which school. Once a decision has been made by the employee/dependent, there is nothing else to do from the Adelphi side.