



Administrative Policy Tuition Exchange

Approved By: President

Date Approved: December 23, 2016

Summary: This policy defines the approval process for the College's Tuition Exchange program.

Rationale: This policy ensures a fair and efficient approval process for the College's participation in the Tuition Exchange.

Entities Affected: employees and students of the College

Definitions:

Tuition Exchange: a reciprocal scholarship program available to Criswell College employees and their dependents.

Tuition Exchange Scholarship: the scholarship offered for approved applicants by members of the Tuition Exchange.

Liaison Officer: a Criswell College employee who coordinates the activities of the College related to The Tuition Exchange. The Director of Human Resources will act as the College's Liaison Officer unless a different employee is appointed by the President to serve temporarily in that capacity.

Dependent: an immediate family member of a full-time employee of the College.

Policy: The Tuition Exchange allows employees of the College and their dependents to apply for a scholarship to other Texas colleges and universities that participate in the Tuition Exchange network. The Tuition Exchange allows the College to submit a maximum of three applicants per year not to exceed a total of twelve applicants over four years. While a Criswell-approved applicant who is admitted to an institution has a high chance of receiving the Tuition Exchange scholarship, the distributing institution makes the final decision concerning which applicants receive the scholarship. The amount of the scholarship is determined by the Tuition Exchange board of directors on an annual basis. The Liaison Officer is responsible for submitting the required paperwork on behalf of those authorized by the College to apply for a Tuition Exchange scholarship.

The criteria by which applications from Criswell employees or their dependents are evaluated are as follows:

- Applicant or parent of applicant shall have been employed full-time by the College for at least 2 years;
- Applicant should have a high school or college GPA of 3.0 or above;
- Applicant should exemplify the values of Criswell College to ensure that the College is well represented;

Applications are to be submitted to the Liaison Officer by December 15 prior to the academic year for which the applicant wishes to receive aid. These applications are then reviewed by the Executive Cabinet, and approved or rejected based upon the approval criteria. The Liaison Officer submits documents for approved applications to Tuition Exchange.

Tuition Exchange Applicants to Criswell College

Applicants to Criswell College who are participating in the Tuition Exchange are subject to the same admissions criteria, including student conduct requirements, as other applicants to the College. The College is free to accept less students from another institution than the maximum number of applicants that institution is allowed to send.

Procedure:

- a. **Implementation:** The Tuition Exchange Liaison Officer is responsible for maintaining any procedures necessary for the implementation of this policy.
- b. **Responsibility for Compliance:** Chief Business Officer
- c. **Notification:** This policy will be posted to the College’s website and full-time employees will be notified of the Tuition Exchange when hired.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1	Policy number: 2.044
Related policies:	