



Administrative Policy Tuition Exchange

Approved By: President

Date Approved: December 6, 2023

Effective Date: December 6, 2023

- 1. Summary:** This policy defines the approval process for the College's Tuition Exchange program.
- 2. Rationale:** This policy ensures a fair and efficient approval process for the College's participation in the Tuition Exchange.
- 3. Entities Affected:** employees, students
- 4. 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 member schools 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

- 5. Policy:** The Tuition Exchange allows employees of the College and their dependents to apply for a scholarship to other colleges and universities that participate in the Tuition Exchange network. The distributing institution makes the final decision concerning which applicants receive the scholarship. The amount of the scholarship is determined by the admitting university. 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 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.

The maximum number of Tuition Exchange applications authorized by the Tuition Exchange board of directors is subject to change without prior notification, therefore, applications are processed in the order that they are received by the Criswell College tuition exchange liaison officer.

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 receiving College. The College is free to accept less students from another institution than the maximum number of applicants that institution is allowed to send.

Criswell College is in association with other organizations that provide similar tuition exchange benefits. The Criswell College tuition exchange office will work with all internal applicants to make sure they are aware of similar opportunities that may be of benefit to them.

6. 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 Financial 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.
- d. Policy Review:** This policy will be regularly reviewed according to the College’s policy review procedure.

For the Office of the President only:

Policy version: 2	Policy number: 2.044
Related policies:	

Policy History

Version 1.0	December 23, 2016
Version 2.0	December 6, 2023