

Tuition Exchange Student Eligibility Guidelines for Loyola University New Orleans (LOYNO)

Tuition Exchange (TE) is an exchange program that Loyola University New Orleans participates in to offer additional educational opportunities to dependents of our benefit eligible employees along with employees of participating institutions. There is no guarantee that your dependent will be able to utilize the program. Loyola University New Orleans retains the right to modify, change or revise these guidelines.

EXPORT APPLICATION DETAILS:

(Parent employed at LOYNO with dependent child attending another TE School)

Students wishing to attend a school other than Loyola University New Orleans are encouraged to review the Tuition Exchange website. www.tuitionexchange.org. The family section provides you with the names of all TE member schools and general program information. It is your responsibility to be familiar with the Import school deadlines and any other TE specific requirements for export (admissions requirements, etc).

Any TE export applicant wishing to be considered for TE export consideration must complete the LOYNO TE Program Export Application. The application is available on line at [FACHEX/TEP Student Export Application](#). The deadline to apply for Tuition Exchange consideration is February 15.

1. The individual seeking to be exported must be a legally dependent child of the benefits eligible employee. The term legally dependent child shall be limited to children by birth, marriage or adoption claimed on either parent's most recent federal income tax return.
2. The employee must be benefits eligible and have started employment on or before the semester the dependent student enrolls in course studies. Part time staff, temporary, or on-call staff, and adjunct faculty members are not eligible for TE award consideration for dependents.
3. In the case of retirement, reduction in force or other mitigating circumstances revolving around TE eligibility and employment, consult with your immediate supervisor regarding next steps.
4. In the case of a deceased employee consult directly with HR regarding tuition benefit options.
5. In the case of a continuing student wishing to be exported, please be sure to check with your attending (importing) school to confirm they will consider a continuing student as eligible for TE.
6. Transfer students will be considered only in the case of remaining unfilled spots.
7. Again, it is important to check with the attending (importing) school to confirm they will consider a transfer student as eligible for TE.

Export Eligibility details:

1. If you miss the February 15 deadline, applications will be accepted on a first

come, first serve basis. Please be aware that those not received in advance of the deadline above may not be considered at all or may be considered well after May 1.

2. In order for a TE scholar to be renewed for subsequent years (up to a maximum of 8 semesters or graduation, whichever is first) LOYNO will confirm the employed parent has maintained employment eligibility at the conclusion of each grading period.
 - a. Should the parent leave LOYNO employment, the Import school will be notified that the student is no longer eligible at the conclusion of the term in which the employee separates.
 - b. In the case of both parents working for LOYNO provided the other parent is eligible (see item 2 in the Export application details section) the TE awarded student will retain their eligibility.
 - c. In mitigating circumstances of employment, it is important for the employee to consult directly with their supervisor for next steps.
3. In addition to maintaining eligibility for Export, the student is responsible for maintaining academic progress and positive social conduct at the Importing school. TE Award eligibility is a two-way street. Generally, this information is available in the college catalog or student handbook of the Importing school. Students who lose TE eligibility due to failure to maintain as stated above will not be considered for future export consideration to either the same school and/or a new school.
4. In the case of a student transferring schools, LOYNO will continue to support the TE awarded student for a maximum of 8 semesters or graduation, whichever is first; however the TE school where the student is transferring has the right to refuse the Import request.
5. In the case of a student withdrawing from the educational program LOYNO will consider continued Export support on a case by case review. Please visit with the Financial Aid Office for specific requirements in this situation.
6. LOYNO will follow up with each employee mid October and again mid February to confirm the Exported student is still enrolled at the school of Import record. It is vital that the parent responds timely to this request.
7. Mitigating circumstances are reviewed on a case by case basis and any decision made is considered final.

IMPORT APPLICATION DETAILS:

(Attending LOYNO with a parent employed at another participating school)

1. Any TE import applicant wishing to be fully considered for a TE award must complete the admission process and be fully admitted before any official TE award is offered.
2. Only import applications from prospective, first time students are considered.
 - a. First time import transfer students to LOYNO are eligible to apply for import consideration.
 - b. Current LOYNO students are eligible for import consideration on a case-by-case basis.
3. TE Import awards are available to legally dependent child(ren) students of full

time faculty, administration, and staff of the participating institutions where: a. A dependent child is a child by birth, marriage or adoption and is claimed as a dependent on either of the parent's most recent Federal tax returns. b. Any imported student who is fully admissible to the university or colleges within the university.

c. Any imported degree seeking undergraduate student who is enrolled at least part time. Enrollment less than full time in any semester or term counts as a semester and no term proration is provided.

d. Degree seeking means student is enrolled in a program of study for a degree from one of the participating TE institutions

4. TE application process and timeline:

a. Step 1: Contact the Export (Home) school Tuition Exchange Liaison Officer (TELO) to obtain an electronic application.

i. Our TE school code is: **LOYN**

ii. Loyola University New Orleans Tuition Exchange priority date to receive import TE applications is February 15.

iii. Priority date means those import applications with completed admissions applications AND completed TE applications are provided first consideration. Import TE applications received after this date will be considered on a first come, first serve basis providing TE spots remain available.

iv. LOYNO reserves the right to limit the number of TE import award offers in any given year.

v. In the case of a GAP year, requests for deferred admission will not retain the applicant's TE designation and they will need to reapply to be considered for TE.

vi. First time TE import recipients meeting the priority date are notified no later than April 1. The TE award will be a part of the student's total financial aid notification.

vii. TE import recipients have until May 1 to accept or decline the TE award.

viii. New students are expected to submit the Admissions Enrollment Deposit. The Enrollment Deposit must be received by May 1 in order to confirm the TE award.

ix. If offered a TE award after May 1, there is a two week accept or decline date and the Enrollment Deposit must be received with the award acceptance notification.

x. Continuing TE Scholars are responsible to confirm with their Home Institution (EXPORT) their continued Export eligibility.

xi. Once spring grades are released – confirmation will be on the financial aid award notification for continuing TE award.

1. If no, confirm with your Exporting (Home) school that your application was recertified. If yes, check with the TELO at your Importing (attending) school. Common issues include – you have not registered for next semester classes; you did not maintain academic eligibility; you did not complete the required application process; or you have utilized the maximum number of TE import semesters.

- xii. The TE award is available for a maximum of eight (8) semesters or graduation, whichever is first.
- xiii. In the case of a TE import student enrolling less than full time in any semester or term (this includes summer or interterm/term), enrollment counts as a semester. No term proration is provided.
- b. Step 2: All undergraduate TE import awarded students in their initial year are required to complete the Free Application for Federal Student Aid. (FAFSA)
 - i. For import students residing on campus, any qualifying federal Pell Grant dollars will be available to help pay for costs beyond tuition. ii. In the case where the family does not qualify for federal Pell or State grant dollars in the initial year, there is no requirement for the family to make subsequent FAFSA applications for purposes of Tuition Exchange eligibility.
 - iii. In the case where the import student does qualify, it is the expectation that the student and family continue to apply.
 - iv. Questions regarding the financial aid application process should be directed to the Financial Aid Office.
 - v. Any institutional funding awarded to the student will be included as part of the total Tuition Exchange award.
 - vi. TE import awarded students are required to maintain a cumulative GPA of 2.0 or above and Satisfactory Academic Progress as defined in the Financial Aid Office and in the appendix. Each TE school's requirement may be different, therefore, only LOYNO is listed in the Appendix*.
 - vii. TE import award recipients are encouraged to apply for outside scholarships. These dollars are available to help the student and family pay for college costs beyond the cost of tuition.
 - viii. TE participating institutions reserve the right to review this statement in the case of a student garnering funds in excess of the annual Cost of Attendance. For additional information, contact the Financial Aid Office.
 - ix. A TE import award at LOYNO carries a value of full tuition but does not include any fees.
 - x. The value of the annual imported TE award is adjusted annually. (Exception would be in the case where the university freezes tuition for students in previously identified situations.)

***APPENDIX**

LOYNO Satisfactory Academic Progression Requirements for TE Imports

Each undergraduate student is allowed a maximum of eight (8) semesters or graduation whichever comes first. The TE scholarship is renewed each year as long as the student remains enrolled full time and maintains satisfactory academic progress. For full satisfactory academic progress policy please see here

<https://www.loyno.edu/check-your-eligibility>.