

THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, SC 29409

MEMORANDUM  
NUMBER 5-153

23 May 2024

**TUITION EXCHANGE POLICY**

**1. PURPOSE**

This memorandum sets forth The Citadel's Tuition Exchange (TE) program.

**2. REFERENCE**

[The Tuition Exchange Program](#)

**3. DEFINITIONS**

- A. TE Scholarships: Scholarships associated with the TE program will not exceed eight semesters of study. Each institution defines which academic programs to which the scholarships apply. For example, TE Scholarships at The Citadel apply only to those students participating in the South Carolina Corps of Cadet program.
- B. Eligible Employee or Individual: Any currently employed Citadel full-time (FTE) faculty or staff member. Individuals who are full-time employees of The Citadel's Component Units may also be eligible for the program (i.e., The Citadel Foundation (TCF), The Citadel Brigadier Foundation (TCBF), and The Citadel Real Estate Foundation (TCREF))."
- C. Dependent: Those children of an Eligible Employee or Individual that meet the dependent requirements as defined by the Internal Revenue Service.
- D. Candidate: Dependents applying to receive a scholarship via the TE program.
- E. Export: Candidates of eligible Citadel employees or Component Units employees seeking a TE scholarship at another institution.
- F. Import: A candidate associated with another TE institution seeking a TE scholarship at The Citadel.
- G. Tuition Exchange Liaison Officer (TELO): The Tuition Exchange Liaison Officer is the individual responsible for coordinating the exchange program for The Citadel. The Citadel's TELO will be a representative from Financial Aid. Human Resources assists the TELO in the approval of qualified export candidates.

## 4. POLICY

### A. Background

1. Tuition Exchange Program: The Tuition Exchange Inc. (TE) facilitates a national scholarship exchange program. Members include public as well as private institutions, research and doctoral universities, liberal arts colleges, and comprehensive institutions. [View a complete list of member institutions.](#)
2. Each institution affiliated with TE sets its own standards for admission, determines the number of TE scholarships to be offered, and oversees the process by which eligible dependents are selected for participation. Each institution must maintain a reasonable balance between “imports” (students attending the institution as part of the TE program) and “exports” (eligible dependents enrolled at another institution as part of the TE program). Students must apply for admission to the partner institution of their choice, indicating that they are doing so as part of the TE program. Each institution sets its own standards and determines how many TE scholarships will be offered.
3. The Tuition Exchange Program is an opportunity for participating and eligible families, but it is not a guaranteed employee benefit.
4. Dependents of Citadel employees or Component Units employees who desire to attend The Citadel are not eligible under this program.

### B. Exports

1. In the case of both parents employed by The Citadel or a Component Unit; the parent with the longer employment history will be parent of record.
2. TE scholarships will not exceed a maximum of 8 semesters per eligible applicant and renew each year as long as the export meets the requirements set forth in this document.
3. Applications are not limited to dependents seeking initial admission to college. A dependent currently enrolled at a TE institution but not benefitting from the TE program may apply to participate in the program. Likewise, a dependent who is currently enrolled at a non-TE institution but wishes to attend a TE institution, may also apply. In all instances, the TE institution must accept the dependent as a TE import into their program. A scholarship offer by the importing institution is not guaranteed.
4. Eligible candidates interested in submitting their names for export consideration, should complete the following:
  - a. Review member institutions on the [Tuition Exchange website](#) and determine the colleges TE scholarship requirements.

- b. Submit application for admission to the school of choice based on their Admissions Office enrollment guidelines.
- c. Every member institution has different requirements for incoming students in the tuition exchange program. Employees should pay close attention to individual requirements and follow the respective import school's appropriate deadlines. Employees who wish to be considered for TE export should apply the fall before the dependent is entering college at <https://telo.tuitionexchange.org/apply.cfm>. The application will be approved or denied by The Citadel's Human Resources Office based on employee eligibility. Human Resources will continue to approve submissions throughout the year based on eligibility.

Employees of The Citadel's Component Units must have prior approval from the Component Unit's HR department prior to submitting a TE program application to The Citadel's HR.

- d. Once approved by HR, the employee dependent may select up to 10 eligible schools. Application fees will be the responsibility of the employee. Application deadlines for participating institutions vary but it is recommended that candidates submit their TE applications by January 15 prior to the year of desired enrollment. Example: Fall 2025 application should be in by January 2025.
- e. Complete and maintain a FAFSA on file each year. By filing for FAFSA, you may be eligible for additional need-based financial aid assistance. If you demonstrate financial need, any federal or state financial assistance that you receive will be coordinated with your tuition exchange scholarship and awarded in accordance with federal, state, and exchange program regulations.
- f. If you miss the deadlines, applications will be accepted on a first-come; first-serve basis. Please be aware that those not received in advance of the deadlines above may not be considered at all or considered well after institutions have made their scholarship decisions. Most institutions announce their recipients by mid-March.

## 5. Duration of Export Participation

- a. To renew the scholarship each year, the recipient must certify with the TELO the following:
  - 1) They are in good academic standing at the end of the spring term preceding the renewal;
  - 2) Their sponsoring parent is an Eligible Employee or Individual as defined by The Citadel.

- b. In May of each year, the TELO will request confirmation from the Eligible Employee that the exported student remains eligible for the program then notify the importing institution in accordance with the TE program's instructions. It is vital that the Eligible Employee responds timely to this request.
  - c. Should the parent leave Citadel employment or Component Units employment, the participant's import school will be notified that the student is no longer eligible at the conclusion of the term in which the employee separates. In the case of both parents working for The Citadel or a Component Unit, provided the other parent is eligible the TE awarded student will retain their eligibility.
  - d. In the case of a student transferring schools to another TE participating institution, The Citadel 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 request.
6. Participation in The Citadel's TE program will be terminated if:
- a. Eligible Employee is no longer employed at The Citadel, a Component Unit on a full-time permanent basis.
  - b. Dependent is not recertified/renewed to continue enrolled institution because of import school requirements or withdrawing from the educational program.
  - c. Students who lose TE eligibility due to failure to maintain the participating institutions or The Citadel's requirements, may not be considered for future export consideration to either the same school and/or a new school.
7. The following circumstances will be reviewed on an individual basis:
- a. The employee dies, is on long term disability, or medical leave.
  - b. The student is unable to continue due to illness – we will follow the guidelines of the Host TE Institution.
  - c. If a student takes a medical withdrawal, his or her TE scholarship will remain available for the subsequent year providing that the institution he or she is attending agrees to allow the student to return on a TE scholarship.

### C. Imports

- 1. The Citadel will offer at least three imports per year. The number of scholarships awarded is subject to review annually and may change from year to year in accordance with TE guidelines.

2. A TE Scholarship only applies to those students participating in the South Carolina Corps of Cadets. The TE Scholarship program does not apply to Citadel employee dependents applying to The Citadel.
3. Under The Citadel's Tuition Exchange Program, the maximum scholarship award for new or continuing students will not exceed the in-state tuition for South Carolina residents or one-half of out-of-state tuition for non-residents.
4. All TE import awarded students in their initial year are required to complete the Free Application for Federal Student Aid. (FAFSA). Failure to do so may result in the candidate not being selected.
5. In the case where the import student does qualify, it is expected that the student and family will continue to apply and adhere to all admissions processes.
6. TE Scholarship may only be applied to tuition. Applicants who may be awarded a full ROTC scholarship must choose to apply their ROTC scholarship toward payment of Room, Board and Fees.
7. TE import awarded students are required to maintain Satisfactory Academic Progress and enrollment standards as defined by the college. Refer to the college catalog for specific information regarding Satisfactory Academic Progress standards.
8. 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.
9. A TE import scholarship may only be used for semester-long study abroad programs.
10. To apply for a TE Scholarship at The Citadel, qualified candidates must:
  - a. Review the admissions procedures and TE program requirements included in this policy.
  - b. Apply and be accepted by The Citadel.
  - c. Have the sponsoring institution certify that they are an eligible candidate for the TE program.
  - d. Complete the FAFSA for the next academic year.
  - e. Fill out the EZ Online Application located at the Tuition Exchange website and select The Citadel as your institution of choice.
  - f. By January 15<sup>th</sup> of the year, if you intend to enter The Citadel you must have completed the following:

- 1) Accepted by The Citadel
- 2) Completed the FAFSA
- 3) Filled out the Tuition Exchange Program's EZ Online Application.

11. Candidates will be notified by March 15<sup>th</sup> of award decisions.

12. Questions regarding the financial aid application process should be directed to the Financial Aid Office.

## **5. COMPLIANCE**

Failure to comply with this policy may result in disqualification from the program or disciplinary action.

## **6. NOTES**

### **A. Dates of Official Enactment and Amendments:**

Approved by the Provost and Dean of the College on 14 April 2024

### **B. Responsible Department:**

Financial Aid and Human Resources

### **C. Responsible Official:**

TELO Officer and Human Resources Director

### **D. Cross References:**

None.

## **7. RESCISSION**

N/A

## 8. REVIEW

The Citadel reserves the right to terminate the Tuition Exchange program or modify the Tuition Exchange guidelines as it deems appropriate to meet program objectives. The President or his designee may modify qualifications for this program appropriate to meet institutional goals. This policy will be reviewed annually.

FOR THE PRESIDENT:

OFFICIAL

xx/ SALLY SELDEN, Ph.D.  
Provost and Dean of the College  
Brig. Gen. (SCMU)