**Tuition Exchange (TE) Program**

Drury University participates in The Tuition Exchange, Inc. (TE) program. The TE program provides dependents of eligible employees the opportunity to receive scholarships at one of the participating member institutions. A list of over 560 colleges and universities that participate in the TE program can be found on the TE website: [www.tuitionexchange.org](http://www.tuitionexchange.org).

**EXPORTS**

ELIGIBILITY: After three years of continuous regular employment, dependents of full-time employees become eligible to participate in the Tuition Exchange Program.

DEPENDENT: An eligible dependent is defined in [Section 152](#) of the Internal Revenue Service Code as a child who is a blood descendant of the first degree, one who is legally adopted, or one who is a stepchild primarily dependent on the eligible parent for financial support, and at the end of a calendar year is under age 19 or is a full-time student under age 24.

APPLICATION PROCESS:

To participate in the program:

1. The employee must meet the eligibility requirements.
2. The employee’s dependent must apply for admission to the institutions she/he wishes to attend.
3. The employee must meet with the Tuition Exchange Liaison Officer of Drury University to provide the necessary application information.

Tuition exchange applications are submitted during the fall prior to the year tuition exchange would apply. The deadline for submitting applications is November 15.

The TE program is a scholarship program, not a fringe benefit provided by Drury University. *Employees will be charged an annual participation fee of $100 for each dependent enrolled in the TE program. Fee is subject to review and change.*

Applying for the TE program does not guarantee acceptance at a TE member institution and does not insure a TE scholarship. TE is a reciprocal program and we are required to balance the number of individuals sent out on the exchange (exports) by the equal number of imports over the most current five-year period. If it is necessary to limit the number of export scholarships, one or more of the following criteria will be considered in awarding the scholarships:

1. Length of service of the employee
2. Determination of family financial need
3. Student academic performance

Please note that each institution may have restrictions on the award of TE scholarships. You should check with the member institution in which you are interested to find out if they have any restrictions on awarding TE scholarships. In addition, each Tuition Exchange member institution determines the value of the scholarship it awards to each incoming student. Students are responsible for any costs which exceed the awarded benefit level.
Tuition Exchange applications must be received prior to November 15. Applications will be reviewed by the Director of Admission, Admission Representatives and the TE Liaison Officer. Drury University may accept up to three (3) new participants each year. Selection will be made based on student’s academic performance and/or length of service of importing parent. Drury University will begin notification of those accepted into the program after January 1. Acceptance letters will be sent to the student, exporting liaison officer, Drury’s Admission Office and Drury’s Financial Aid Office. Eligible students are awarded a maximum of eight (8) semester units. TE scholarships must be recertified annually by the TE Liaison Officer. Students must remain in good standing in order to be recertified. TE scholarships are available for FT (12 or more credit hours per semester), undergraduate enrollment.

Contact
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