**Memorandum of**

**Tuition Exchange Recertification Agreement**

**Between *(employee’s name)* and NAME OF SCHOOL**

**for continued Export of Tuition Exchange for *(sibling’s name)***

**updated 07/05/23.**

**Introduction**

This Tuition Exchange Recertification Agreement is between ***(employee’s name)*** and the name of Export school and provides ***(sibling’s name)*** with the continued employee recertification of tuition exchange upon leaving the institution.

**Recertification and Duration**

Name of school agrees to recertify ***(sibling’s name)*** adependent child of ***(employee’s name)*** for a **maximum of ## consecutive semesters** of undergraduate studies or graduation, whichever comes first at ***(name of Import college/university)***.

This agreement begins with the recertification of ***(sibling’s name)*** through the Tuition Exchange (TE) consortium portal starting fall 202X and continued recertification by the name of the school’s tuition exchange liaison for a total number of total academic years, concluding May 202X.

**Correspondence**

The Name of the Export school tuition exchange liaison will contact ***(employee’s name)*** by email to confirm ***(sibling’s name)*** enrollment as a full-time undergraduate student at (name of import school). The Name of Export School Tuition Exchange liaison will contact ***(employee’s name)*** by e-mail at ***(employee’s e-mail address)***. All communication regarding the funding of the tuition exchange scholarship thereafter will originate from the Tuition Exchange Liaison Officer at the importing institution. In the event ***(employee’s name)*** needs to communicate with the Name of School, ***he/she*** will do so with the designated tuition exchange liaison. Current Tuition Exchange Liaison Officers are found online at: https://telo.tuitionexchange.org/schools.cfm

**Eligibility**

Continued recertification of ***(sibling’s name)*** requires continual enrollment at ***(importing college name)*** as a **full-time undergraduate student** only (no graduate courses). To receive continued Tuition Exchange funding, the student must meet the academic and social guidelines of the importing school. Should the student lose eligibility at the Import school, the Name of Export School is not responsible or obligated to make up any lost funding.

This agreement is voided if ***(employee’s name)*** finds employment at another Tuition Exchange (TE) member institution.

This TE scholarship is nontransferable.

Should the student take a leave of absence or transfer, TE certification from NAME OF EXPORT AND IMPORT School is voided and not renewed.

***IN WITNESS WHEREOF, the parties have hereunto executed this Agreement by and through their duly authorized representatives as set forth below.***

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of school official, Name of school

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

 Employee’s signature