



OPENING DOORS,  
CREATING OPPORTUNITIES

3 Bethesda Metro Center, Suite 700  
The Tuition Exchange, Inc.  
Membership Agreement

For the institution

On behalf of \_\_\_\_\_ this the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_,  
I hereby accept membership in The Tuition Exchange, Inc. and agree:

1. to honor all continuing scholarship commitments made by this institution to students participating in the tuition exchange program;
2. to appoint a Liaison Officer, to establish eligibility criteria for tuition exchange scholars sponsored by this institution, to set guidelines for selection of scholars among qualified candidates nominated by member institutions; and to maintain a balance between students sent (exports) and students received (imports);
3. to adhere to such policies and procedures as may be established and legally amended by the Board of Directors of The Tuition Exchange, Inc., and to pay membership and participation fees established by the Board, and;
4. to file an annual report in a timely manner listing enrolled scholars “imported” from other member institutions and certified scholars “exports” to member institutions.

Provided that this institution may withdraw from The Tuition Exchange, Inc. upon written notification at any time that (1) the institution’s exchange record is in balance or shows a surplus and (2) this institution has honored all the scholarships awarded under this agreement prior to the withdrawal notice. If the institution’s cumulative record shows a deficit at the time of its written notice of intent to withdraw, the institution must continue to pay annual dues, will continue to receive Tuition Exchange services, and accept for study qualified import students until its exchange record is in balance, or a five-year period has elapsed, whichever circumstances occurs first.

For the Tuition Exchange, Inc.

On behalf of The Tuition Exchange Inc. Board of Directors, I agree:

1. to develop and implement policies and procedures that promote exchange among members and assist them to maintain a balance between imports and exports;
2. to recruit new member institutions and to electronically maintain updated lists of participating institutions;
3. to help train Liaison Officers and provide general information to member institutions and employee families, and;
4. to maintain a database to record and report Tuition Exchange scholarships to the sponsoring and host institutions.

Provided that indemnification for liability and related expenses shall be limited to directors, officers or employees of the Tuition Exchange, Inc., and shall not include employees of members.

The Tuition Exchange Scholarship Award is for full tuition or the optional set rate. They are granted by member institutions and not by The Tuition Exchange, Inc., which accepts no responsibility for any misunderstanding between applicants and institutions concerning the selection and award process, amount and/or duration of scholarships, or special circumstances which might lead to early termination of a scholarship award.

For academic year \_\_\_\_\_-\_\_\_\_\_ certified candidates from other participating colleges and universities, if admitted and offered a TE scholarship at this institution, will receive:

Basic full tuition of \$ \_\_\_\_\_, or the optional rate of \$ \_\_\_\_\_ an option for schools with tuition fees that are higher than this amount (\$32,500 for 2014-15), and/or the third option one-half of full tuition of \$ \_\_\_\_\_ an option for non-state resident paying out-of-state tuition rate.

Optional Items – Schools with lower tuition rates are encouraged, but not required, to add other items. Schools offering full housing as part of their award receive an additional semester unit of import credit for each student each year. Smaller institutions are strongly encouraged to include housing.

For the above academic year housing \_\_\_ will \_\_\_ will not be included as part of the TE award.

Provided that this Tuition Exchange scholarship value may be amended by this institution before it is awarded and after The Tuition Exchange, Inc. is notified of any amendments.

This institution’s Tuition Exchange Liaison Officer will be (provide below or in an attachment):

Name: \_\_\_\_\_ Title: \_\_\_\_\_,

Address: \_\_\_\_\_,

Phone: \_\_\_\_\_ Email: \_\_\_\_\_,

Fax: \_\_\_\_\_ School Website: \_\_\_\_\_.

Conditions: The institution may make commitments to export three students (3 x 8 semesters or 24 semesters or its equivalent) annually and a total of twelve students over a four year period. Note a semester unit is one full scholarship for one semester. The institution is expected to offer an equivalent number of import awards to eligible student applicants, if any. For larger exchange activity, the institution shall maintain an appropriate balance as established by general guidelines. Exchange records are reviewed on an annual basis. Copies of your guidelines will be sent to The Tuition Exchange at the time they are formally adopted by your institution.

For the Institution:

For The Tuition Exchange, Inc.:

\_\_\_\_\_  
Name \_\_\_\_\_  
President or Vice-President \_\_\_\_\_

\_\_\_\_\_  
Robert D. Shorb  
Executive Director/CEO

Enclosed is a check made out to The Tuition Exchange, Inc. in payment of the \$350 Initiation Fee  
Federal Tax ID: 04-2227075