**Changes in Employment due to COVID-19 and beyond**

 We are all trying to figure out what our new normal will look like in the coming months at work. The same is true of students and employees. Tuition Exchange provided suggested solutions during the [April 21 webinar](https://attendee.gotowebinar.com/recording/6544106697943983119) related to issues of member schools struggling with the personnel issues related to furloughs, lay-offs, and Reduction in Force (RIF).

 Within the webinar, the conversation on employment eligibility issues begins at the time marker 32:33. Should you wish to listen to the information we provided, you can fast-forward to that section. The supporting slides are [available here](file:///C%3A%5CUsers%5Cjhd76%5CDropbox%20%28Tuition%20Exchange%20Adm%29%5C2019-20%20training%5CEmployment%20Issues%20April%202020.pptx).

 There are a variety of issues that need consideration and review. Please review your guidelines and work with your Human Resources staff for the definitions used at your school. The webinar discussed three. Another factor is early retirement, see slide 9. Please be sure to review your TE Guidelines, visit with HR, and be consistent.

 Furlough see slide 6

 Reduction in Force see slide 7

 Lay-offs see slide 8

 Slide 10 provides you with some added things to consider when supporting previously eligible dependents. TE Central encourages every school to put the agreement in writing to end confusion in the future. Flexibility is paramount. TE Central hopes your school *will consider offering continued* Tuition Exchange eligibility to all employee categories (including former employee as a category) where possible. TE Central does allow schools to charge users with a reasonable user fee. Please consider implementing such a fee to your successful TE applicants annually. A reasonable annual administrative fee should help cover the costs associated with your TE program and its administration.

 If you do not have written policies and guidelines for Tuition Exchange, please stop and take the time to put the policies and guidelines in writing. As a reminder, you need to share the policy. The Employee Handbook is an excellent place for employees to find Export information. Your college catalog is the right spot for your Imports to find the information and renewal criteria. You are not bound to share the guidelines, as the instructions are considered procedures. TE Central has a [guidelines template](file:///C%3A%5CUsers%5Cjhd76%5CDropbox%20%28Tuition%20Exchange%20Adm%29%5CTE%20Training%202018-19%5CTuition_Exchange_Student_Eligibility_Guidelines_v_F_04-24-2019.docx).

 If your TELO position is *not* in Human Resources, it is imperative that you share this information with your HR Department. Collaboration in these times that make the job easier.

**Communication**

 In every case outlined above, communicate your decision with the employee and student in writing. Employees and students need to understand the consequences clearly. TE Central encourages you to share the communique with the Export/Import TELO, so all are aware of the possibilities. If your institution would like a second opinion regarding updating your Tuition Exchange eligibility criterion, please do not hesitate to contact Bob Shorb or Janet Hanson

**Student Eligibility Questions**

 Students and their families are asking TE Central questions about GAP years, Leave of Absence, and transferring closer to home. Recognizing that the fall semester is still up-in-air for many member schools, it is always essential to make sure your TE guidelines reflect recent questions and topical issues. TE Central encourages the TELO to work closely with the Registrar to apply the institutional definitions for continuing student types consistently. Your Enrollment Management team can help with new student issues.

 **GAP year** is typically defined as a first-time freshman deferring her enrollment for reasons that include travel, study-broad experience, or serving as a volunteer. Many of the students emailing TE Central are asking if they take a GAP year for 2020-2021 because online classes are not for me, will my scholarship still be available in the Fall of 2021.

 Reviewing the definition of GAP year, this student would need to re-apply as she does not fit the description.

 Can I **preserve my TE scholarship** for the future as I do not like online classes? I plan to transfer to a community college next year, stay closer to home, and return when my TE school offers on-ground courses.

 Since the student is sharing, she plans to enroll at a new school until she can return to on-ground classes, this student will be considered a transfer student when she returns to your school. Transfer students bring with them an academic transcript that will require evaluation by the Registrar. Depending on your student eligibility guidelines, this student may not be eligible for the TE scholarship based on her updated student status.

 What happens to my TE scholarship **if I do not return**? Can it be transferred to my younger brother?

 The TE scholarship is not transferrable. Please be sure your guidelines state this clearly for the Export and Import students.

 I am going to stop attending college until on-ground classes are available. Is **Leave of Absence (LOA)** a possibility?

 Spring 2020 has been nothing, but unusual. You can put the student in a LOA status. Again, be sure to visit with your Registrar to confirm the student fits the category. The reason “just because” is generally not acceptable.

 In these unusual times, the IMPORT school decides a student’s eligibility to receive a GAP year, what happens if she chooses not to return, or requests a Leave of Absence. Export schools, please direct any employee or student questions about these unique issues to the TELO where the student is enrolled.

**Communication**

 In every case outlined above, communicate your decision with the employee and student in writing. Employees and students need to understand the consequences clearly. TE Central encourages you to share the communique with the Export/Import TELO, so all are aware of the individual situation.