Membership Agreement

##### For the institution

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

this the \_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_,

Institution Federal Student Aid Code is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

accepts membership in The Tuition Exchange, Inc. and agrees:

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 enrollment reports in a timely manner listing enrolled scholars “imported” from other member institutions and certified scholars “exported” to member institutions.

Provided that this institution may withdraw from The Tuition Exchange, Inc. upon written notification at any time that this institution has honored or indicates in writing that it will honor all the scholarships awarded under this agreement prior to the withdrawal notice. The institution shall continue to pay annual membership dues and participation fees and will continue to receive Tuition Exchange services until all of its certified export and import scholarship commitments are honored.

##### For the Tuition Exchange, Inc.

The Tuition Exchange, Inc., Board of Directors 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.

The Tuition Exchange, Inc., 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 (2023-24 $41,000 & 2024-25 $42,000), and/or the third option for state universities/colleges only one-half of full tuition $\_\_\_\_\_\_\_\_\_\_ 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 semester. Smaller institutions are strongly encouraged to include housing.

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: Website: ,

**Conditions**  
The institution can certify unlimited eligible export applicants annually. The institution is expected to offer no less than three new import awards (3 x 8 semesters or 24 semesters or its equivalent; semester unit is one full scholarship for one semester) annually to eligible student applicants, if any, and encouraged to offer more import awards when certifying unlimited export applicants. Exchange records are reviewed on an annual basis. Copies of the institution’s guidelines will be sent to The Tuition Exchange at the time they are formally adopted by the institution and will be sent whenever guidelines are modified thereafter.

##### For the Institution: For The Tuition Exchange, Inc.:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Robert D. Shorb/ electronically

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Robert D. Shorb

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Executive Director/CEO

Mail your $350 Initiation fee payment to:

**The Tuition Exchange, Inc.**

3 Bethesda Metro Center, Suite 700

Bethesda, MD 20814

Federal Tax ID: 04-2227075

The following information is required. Please be sure to keep this information up-to-date on your TE profile. Thank you!

**School President**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: President

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

**Human Resource Director**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: Human Resource Director

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

**Director of Admission**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: Director of Admission

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

**Financial Aid Director**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: Financial Aid Director

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

**Back-Up Tuition Exchange Officer**

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

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

Office Use only: TE Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date added:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Added users: TELO \_\_\_\_\_ Back-up TELO: \_\_\_\_\_\_\_

Added listerv: TELO \_\_\_\_\_ Back-up TELO \_\_\_\_\_\_\_

Front Page: \_\_\_\_\_

Welcome letters: \_\_\_\_\_\_ TELO email \_\_\_\_\_ Back-up TELO email \_\_\_\_\_

Save contract to Dropbox: \_\_\_\_\_ Mail original contract to TE Central:\_\_\_\_\_