



**GUIDELINES FOR THE ADMINISTRATION OF THE
TUITION EXCHANGE PROGRAM**

1. All children of tenured faculty members, administration, and support staff currently eligible for full tuition remission at Providence College are eligible to be certified for a tuition exchange scholarship. In addition, all nephews and nieces of the Dominicans Friars who are tenured or who have served Providence College for at least seven years and are currently assigned to Providence College are eligible. In the case of faculty this includes all children of retired tenured faculty, deceased faculty who were tenured, retired, or disabled at the time of their death, disabled faculty members who were tenured or retired at the time of their disablement. In the case of administrative and support staff this includes all children who are entitled to 100% tuition remission at Providence College including those whose sponsor is retired, disabled, or deceased.
2. Certification is for full-time students as defined by the host institution.
3. Should the number of eligible applicants exceed the number to be certified for eligibility, priority among applicants will be determined by:
 - A. Seniority of the employee based upon the number of equivalent years of full-time employment at Providence College.
 - B. If two or more employees have equal seniority, academic performance and potential relative to other applicants as assessed by the Providence College Admissions Office.
4. In the case that a child is not the first child of the employee to receive a TE scholarship, then the seniority will be based upon the following rule:

The number of years of full-time employment will be reduced by ten years for each child of that employee who has completed more than two years on TE scholarship and five years for each child that has completed from one semester up to two years.
5. In September of each year the Tuition Exchange Committee will give a written report to the President detailing the previous year's activity: the number of imports (applications, acceptances, registrations) and the number of exports (applications, approvals by Providence College, acceptances by hosts, actual matriculations).

The Tuition Exchange Committee will also submit recommendations, based on anticipated requests for imports and exports and the current balance, for the level of imports and exports to be granted in the coming year. The President will then decide on the number and duration of imports and exports for the coming year.
6. Any conferral of the benefits to an employee beyond a total of four years must be recertified at least every two years.

1996; 2007.