

EAST TEXAS BAPTIST UNIVERSITY
1209 NORTH GROVE
MARSHALL TX 75670-1498

TUITION EXCHANGE GUIDELINES

EXPORT:

Renewal

- Maintain a cumulative 3.0 GPA at the importing institution (Checked on an annual basis in the spring)
- Maintain behavior consistent with the standards of ETBU
- Maximum of 5 years participation, yearly renewal required.

Selection

- Eligibility-Employee must have a minimum two years full-time employment at ETBU before the official first day of class at the desired institution.
- Authorizations will be prioritized as follows:
 - 1) applications from all employees with five years or more experience would have first option
 - 2) all requests received by February 15 would come first and random draw from that pool would determine the recipients
 - 3) if all slots were not filled by the dependents of five-year-plus employees, then random draw from other applicants
- Dependent is defined as meeting the IRS criteria for dependent status.
- The student must have applied and been accepted before the recommendation before the award can be made.
- Eligible employees must hold a full-time continuing position (not a full-time temporary position nor a faculty on terminal contract).

Other Policies

- A maximum of one award will be allowed per employee-family, per year. This would mean for example that if husband and wife are both employed full-time at ETBU, then only one of their children would be eligible for a grant per year unless there were slots available and the exception was approved by the President.
- A signed agreement by the student would require the student to follow and observe the guidelines set by ETBU and the granting institution.

- Eligibility shall continue for the recipient of the scholarship if the employee dies, the same as if the employee continued to work for ETBU, provided the granting institution's policy does not prohibit the award.
- If an employee is terminated or resigns after the semester begins, the employee's student may continue that academic year but would not be eligible for future scholarship.
- Application Process:
 - 1) Complete application to the desired school to receive acceptance.
 - 2) Apply for the scholarship to the ETBU Tuition Exchange Liaison.
 - 3) Furnish any information requested for application.
 - 4) The applicant will be responsible for the annual \$35/student fee.
 - 5) The student must sign a release to provide grade reports to the ETBU Tuition Exchange Liaison.

Recipients for ETBU's scholarship through tuition exchange are expected to apply for financial aid and accept work study if applicable. They should apply for and receive any other grants for which they may be eligible.

IMPORT:

Application /Renewal

- Application for admission must be received in the Office of Admissions no later than April 1.
- Applicants must meet ETBU admission policies.
- Tuition Exchange scholarships will ordinarily be granted in April.
- Applicants must file the Free Application for Federal Student Aid (F AFSA) as soon as possible after January 1ST to be considered for any other aid including loans. The scholarship award and any PELL or other grant money for which an applicant is eligible will be applied up to the student's need. Should PELL and other grant money combined with the scholarship exceed the student's need, the scholarship will be reduced accordingly. In no case will the total financial aid package be lower than the total tuition for the individual student.
- The scholarships may be used for resident courses. They may not be applied to special or study abroad programs as a part of undergraduate study except in the case where credit is awarded by East Texas Baptist University and tuition costs are not paid to another institution or entity.
- Recipients must maintain 3.00 cumulative GP A checked on an annual basis in the spring.
- Recipient must maintain behavior consistent with that expected of ETBU students.

- Scholarship may be terminated if student fails to maintain GP A or behavior requirements.
- Scholarship will be for a maximum of five years.

Other Conditions

- Eligible for tuition only.
- Room scholarships are available (if the student resides in ETBU housing).
- ETBU would extend the scholarship for May and summer terms if the exporting institution's policy would offer the same benefit to ETBU employees' dependents.

Exceptions to Policies

- 1) When granted must be by appeal to the Vice President for Enrollment Management and Marketing and the Vice President for Academic Affairs, who offer recommendations to the President. The President grants or refuses all exceptions.