

Policy Title: Tuition Exchange Eligibility

Policy Summary: Eligibility for Participation in the University's Tuition Exchange Programs

Policy Category: Human Resources

Policy Owner: Human Resources

Policy Summary

This policy establishes eligibility requirements for participation in Drake University's tuition exchange programs. Students who are eligible for Drake's Tuition Benefits are eligible for participation in its tuition exchange programs.

Purpose

The purpose of this policy is to establish clear criteria to determine eligibility for participation in Drake University's tuition exchange programs.

Scope

This policy applies to full-time employees of Drake University and their eligible dependents.

Definitions

Dependent: For purposes of this program, a dependent is a child who has not yet reached age 26, is not employed full-time; is not married, and is claimed by the employee as a dependent on the employee's income tax return or can demonstrate that the employee provides principal support during the period for which tuition benefits are used.

Policy

Drake University participates in tuition exchange partnerships with Tuition Exchange, Inc. (TE) and the Council of Independent Colleges and Universities Tuition Exchange Program (CIC-TEP). TE is available for eligible dependents of full-time employees. CIC-TEP is available for both employees and their eligible dependents.

Eligibility

Employees are eligible to apply for tuition exchange for themselves, their spouse/partner, and their eligible dependent children if they are employed in a full-time, regular position and are on the University payroll on or before the first day of classes of a semester or summer term.

Fully Disabled, Retired, or Deceased Faculty and Staff

If an employee is either tenured or has been employed for at least five (5) years, their spouse and dependent children can receive the benefits under this policy to which the spouse and dependent children would have otherwise become entitled had the employee not become fully disabled or retired. The spouse (so long as the spouse does not remarry) and dependent children of a deceased employee can also receive the tuition benefits which, under this policy, the spouse and dependent children would have otherwise become entitled, had the employee not died.

Application Review

All applications for tuition exchange must be approved for export by Drake University. Drake will approve all eligible applications in accordance with this policy. However, Drake's approval for export through tuition exchange does not guarantee a tuition exchange offer—each school to which the student applies for tuition exchange will either approve or decline a tuition exchange offer. It is the employee's responsibility to know the tuition exchange application deadlines for each school to which the student is applying. Applications should be submitted early enough to allow for Drake's Office of Student Financial Planning to confirm the student's eligibility and approve the application for export. More information about tuition exchange programs that Drake participates in can be found below:

Tuition Exchange Programs

Tuition Exchange, Inc.(TE)

TE is a nationwide association of over 670 member colleges and universities representing public, private nonprofit, and religious institutions of higher education who have mutually agreed to offer tuition benefits to eligible employees and their dependents. An application and more information about this program are available at www.tuitionexchange.org.

Council of Independent Colleges and Universities Tuition Exchange Program (CIC-TEP)

CIC-TEP is a network of over 440 member colleges and universities willing to accept as students, tuition-free, full-time employees and their family members. More information and an application to apply are available at www.cic.edu/tep.

For more information about Drake University's tuition exchange programs, contact the [Office of Student Financial Planning](#).

Last Review Date: November 2021

Effective Date: January 2021

Resources and Related University Policies:

[Tuition Waiver Policy](#)

[Tuition Exchange, Inc. Application](#)

[CIC-TEP Application Procedure and Guidelines](#)

[Student Financial Planning Office](#)