POLICY: The Tuition Exchange Program is an extension of the University Tuition Remission benefit program which assists the dependents of employees in obtaining continued intellectual development and educational growth as well as providing a way for dependents to receive a college education and bachelor’s degree. Butler’s affiliation in the program allows employee dependents to be considered for Tuition Exchange at participating institutions. The benefit broadens the choice of academic programs available to the dependent as well as other institutional specific options that might not otherwise be available. Being a member of the exchange group also allows for an increase in the diversity of students who attend Butler.

GENERAL GUIDELINES FOR BUTLER DEPENDENTS:

1. Eligibility – Dependents of eligible full-time employees as defined in the tuition remission policy may apply for acceptance in the Tuition Exchange program of other universities and colleges listed in the annual Tuition Exchange Program. A list of participating institutions may be found on The Tuition Exchange website, www.tuitionexchange.org and is maintained by The Tuition Exchange – not member schools. Policies for employee eligibility are consistent with the Tuition Remission program.

2. A Tuition Exchange Request to Participate form must be completed for each college or university. The student’s last four digits of their social security number is needed to assure accurate reporting to the Tuition Exchange. Forms may be accessed on the HR website, www.butler.edu/hr. You must submit completed forms to Human Resources Management & Development for approval. Human Resources will forward the form, once approved, to the Office of Financial Aid. The Office of Financial Aid will complete the additional forms that will be sent to the college or university. That college or university (host school) will then review the Tuition Exchange application and determine eligibility for the scholarship based on their awarding criteria.

The student must be accepted for admission at the host school to be eligible for a Tuition Exchange Scholarship. Tuition Exchange is a very competitive program. If the student is applying for renewal of the scholarship, the student must be making Satisfactory Academic Progress as determined by the college/university she or he is attending. You are NOT guaranteed to receive this scholarship even if you are admitted and/or making Satisfactory Academic Progress and are approved for the program by Butler University.

The college/university awarding the scholarship will notify the student of acceptance or denial of the application once a decision has been made. It is suggested you apply early (by December 1st if possible) as each school has its own rules and deadlines.

Note: Once accepted into the Tuition Exchange Program, the scholarship is usually renewed each year as long as the eligibility criteria are met. However, you must apply each year for renewal of the scholarship by December 15th for priority consideration.
POLICY NAME: Tuition Exchange Policy

3. Termination of Employment – If an employee of Butler University ends his/her employment, eligibility in the program will be terminated. If the employee leaves during the semester, the dependent is eligible to participate through the end of the semester in which the termination occurs.

4. Course work – Tuition Exchange Scholarship is generally only available to students attending college on a full-time basis (minimum of 12 hours at most schools). Most schools offer Tuition Exchange scholarships for undergraduate tuition only for a maximum of eight semesters. The school you are attending determines the amount of the scholarship that you can receive. Normally the scholarship is for the amount of the tuition. However, some schools give less than full tuition and may charge fees for participation while others provide room awards in addition to tuition awards. The scholarship could also be reduced for other scholarships that the school offers you. In NO case can you receive tuition specific scholarships for more than the amount of tuition you are charged. Students should review the information sent to them by the college to see if there are other requirements that must be met for participation or renewal.