



Membership Agreement

For the Institution:

On behalf of _____

this the ____ day of _____ 20____, we accept membership in The Tuition Exchange, Inc. and agree:

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) as described under the conditions of this agreement;
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.

Effective _____, certified candidates from other participating colleges and universities, if admitted and offered a TE scholarship at this institution, will receive:

- Basic Full Tuition
- Annual Set Rate (Option for schools with tuition that is higher than annual set rate)
- Half Tuition (Option for public schools - based on out of state tuition rate)

Schools with lower tuition rates are encouraged, but not required, to add other items such as housing.

Academic year housing will will not be included as part of the TE award.

Note: The Annual Set Rate is \$42,000 for 2024-25 and \$43,000 for 2025-26.

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) 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:

Name: _____

Title: _____

For The Tuition Exchange, Inc.:

Kristin R. Tichenor/ electronically

Kristin R. Tichenor, Ed.D.
President and Secretary of the Corporation

Mail your one-time \$350 Initiation fee payment to:

The Tuition Exchange, Inc.
3 Bethesda Metro Center, Suite 700
Bethesda, MD 20814
Federal Tax ID: 04-2227075

2024-25 Membership Dues are \$600 and Participation Fees are \$50 per export.
2025-26 Membership Dues are \$750 and Participation Fees are \$55 per export.

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

President

Name: _____

Phone: _____ Email: _____

Chief Human Resources Officer

Name: _____ Title: _____

Phone: _____ Email: _____

Chief Enrollment Officer

Name: _____ Title: _____

Phone: _____ Email: _____

Chief Financial Aid Officer

Name: _____ Title: _____

Phone: _____ Email: _____

Back-Up Tuition Exchange Officer

Name: _____ Title: _____

Phone: _____ Email: _____

Billing Contact

Name: _____ Title: _____

Phone: _____ Email: _____

Institution's Carnegie Rating: _____ (Bachelor's, Master's or Doctoral)

Institution's Overview (In 100 characters or less, please provide a brief description of the institution.

Institution's Overview (In a minimum of 100 characters or less, please provide a brief description of the institution.

Office Use only:

Added users: TELO _____ Back-up TELO: _____ Date added: _____

Listerv: TELO _____ Front Page: _____ TELO email: _____ Back-up TELO: _____

Welcome letters: _____ Map: _____

Save contract to shared drive: _____ Mail original contract to TE Central: _____