

Great Lakes Colleges Association  
Tuition Remission Exchange Program  
Information Booklet

For

Academic Year  
2023-24

Application Year  
2024-25

Updated Jan 2024

## OPERATING POLICIES GLCA TUITION REMISSION EXCHANGE PROGRAM

The Great Lakes Colleges Association, Inc. (GLCA) operates a Tuition Remission Exchange Program. The Thirteen GLCA member colleges, along with Beloit College, Grinnell College, Lake Forest College, Willamette University, and Wittenberg University participate. Students eligible for tuition remission because of parental employment at one of the participating colleges may receive tuition remission at one of the other colleges in the exchange.<sup>1</sup>

*The policies related to this program are:*

1. Eligibility. Each campus determines eligibility for participation in the GLCA Tuition Remission Exchange (TRE) for children of its employees. All eligible students who are admitted to and enroll in a participating college will be included in the GLCA Tuition Remission Exchange, as long as that student notifies the enrolling institution's financial aid office of his/her eligibility and submits a completed TRE application. The exporting college is responsible for distributing the TRE application and notifying the enrolling school as well as GLCA of any changes in a participating student's eligibility for the tuition remission benefit.
2. Admission and Application. Each participating college retains full autonomy over decisions about admission and retention of its students, including those who may be eligible for participation in the GLCA Tuition Remission Exchange. Eligible individuals who may be interested in attending a participating college under the terms of the GLCA Tuition Remission Exchange should apply for admission in the usual way. If offered admission, prospective participants should accept the offer and pay the required deposit to the college they wish to attend. They should then apply for inclusion in the GLCA Tuition Remission Exchange. Application forms are made available on each campus or may be obtained directly from the GLCA website <https://www.glca.org/faculty/tuition-remission-exchange/>. These forms must be completed and filed with the enrolling school AND the GLCA office no later than thirty days before the first day of classes at the college the student plans to attend.
3. TRE Fees. The TRE Fee, to be paid each year, will be an amount equal to 10 percent of the mean charge (as defined in item 4 for all participating colleges. (For the academic year 2023-24 this amount is \$5,412.) The GLCA TRE fee will be billed by the college in which the student has enrolled. The appropriate proportion (1/2 for semesters, 1/3 for quarters) of this fee should be charged and paid at the beginning of each semester or term of the academic year at the college the student is attending. Should a student only attend 1 term, the fee should be prorated accordingly. For financial aid purposes, this Fee is considered part of the tuition and fees of an institution and therefore is eligible to be covered by aid that is restricted to tuition and fees.
4. Charges included in the GLCA Tuition Remission. Each college will determine which fees and charges are included in the remission of tuition, and which must be paid separately by the student. In general, tuition is defined to include all tuition and instructional fees charged by the college with the exception of room, board, and special fees not charged to all students. Each college will establish its own limits on the number of courses or credits which may be included in tuition remission, but should align with a full-time schedule (12-18 hours); participating students may be required to pay additional charges for courses or credits that exceed these limits.
5. Financial Aid. Each prospective participant should apply for all state and/or federal aid for which he or she may be eligible. Participants whose demonstrated need may exceed the remitted tuition minus the required GLCA participation fee should discuss the possibility of additional financial aid with the financial

---

<sup>1</sup> Please note that Beloit and Grinnell are included as full participants on an inter-consortial basis only. Student exchanges between Beloit and Grinnell will remain within the jurisdiction of the ACM exchange program.

aid office of the college they wish to attend. Benefits under the GLCA Tuition Remission Exchange are an outside scholarship for purposes of determining eligibility for any additional financial aid. Institutions participating in the GLCA TRE program, when accepting externally awarded financial aid for a TRE eligible student:

- May not use the external aid to discount the TRE benefit;
- Should consider the TRE Fee as tuition and thus must allow students to apply any external aid that can be used for tuition against the TRE Fee; and
- Should notify students of the amount of excess or unused aid, if institutional policy prohibits the student from using non-TRE aid (e.g. external scholarships, grants, etc.) for non-tuition expenses (e.g. room & board, fees, etc.).

6. Off-Campus Study. At some participating colleges tuition remission may not be included in charges for off-campus study programs recognized either by the GLCA, ACM or individually by the college the student is attending. The final decision about whether tuition remission is applicable to all or part of the fees will be made by the appropriate officials at the college the student is attending under the GLCA Tuition Remission Exchange program. Additional charges for off-campus study or tuition for participation in programs sponsored by other institutions or organizations are not included in the GLCA Tuition Remission Exchange.

7. Limitations. Participants in the GLCA Tuition Remission Exchange must be full time degree candidates. Only charges for the regular academic year of the college attended are included in the remission of tuition. Tuition remission is generally available for only four years of study, though exceptions may be made on a case by case basis as long as both the exporting and importing institutions agree. Participants must make satisfactory academic progress, as determined by the institution they are attending.

8. Withdrawals or Loss of Eligibility. If a participating student withdraws after the beginning of any academic year, any refunds will be determined by the policies of the college they have been attending. For purposes of determining any refund, the GLCA TRE fee will be considered the initial payment toward tuition for the first term or semester of each academic year, and therefore be the last to be refunded. Students who withdraw from, or who are not readmitted to the college they are attending under the terms of this program, are not assured of inclusion in the exchange program should they resume their studies later. Such students must reestablish the parental eligibility to receive the tuition remission benefit and their eligibility for readmission to the receiving college.

9. Payments By and To Participating Colleges. A college taking extra students under the exchange will be reimbursed at 50 percent of its tuition (60% for 23-24). The fund necessary to pay these reimbursements will come from the following: first, from the TRE fee, equal to 10 percent of the mean charge (see item 3), to be paid annually by each participant; and second, from equal shares for each net export student an institution sends to another participating institution in the exchange. Any payments under the terms of the exchange shall be made each academic year after final spring enrollment for all of the participating colleges, and before June 30.

10. Institutional Withdrawal. Any non-GLCA institution that chooses to withdraw from participation in the GLCA Tuition Remission Exchange program initiates the process by means of a letter addressed to the GLCA President indicating its intent to withdraw. The President of the GLCA places the request to withdraw on the next Board agenda for discussion. If, after discussion, the institution decides to exercise the option to withdraw, the GLCA President advises the institution on the steps to be taken to process the withdrawal. The institution must announce its decision to withdraw to all other participating institutions one year prior to withdrawal. Students who have already made application for admission to the institution, under the program, will be processed without prejudice through the completion of the admissions cycle and allowed to enroll if accepted. Students already in attendance at the institution, under the program, will be allowed to complete the remaining academic terms of eligibility to participate (as long as they meet all institutional standards and requirements for continuance). For those students

exported to other participating institutions (as recipients of a benefit provided to their parents employed by the withdrawing institution), the expectation is that they will also be allowed to complete the remaining academic terms of eligibility to participate (as long as they meet all institutional standards and requirements for continuance).

11. Review of the Program. The GLCA President will report annually to the GLCA Board of Directors about the operation of the GLCA Tuition Remission Exchange.

*Approved by the GLCA Board of Directors:* April 28, 1988  
*Revised by the GLCA Board of Directors:* December 6, 1990  
December 2, 1992  
April 29, 1994, December 8, 1994  
April 15, 1998  
October 21, 2008  
December 18, 2009  
May 1, 2012  
April 23, 2023

## Albion College

1. A. Does a student attending your institution through the GLCA TRE program need to pay any mandatory fees other than room and board? If, so, please itemize. A. General: Matriculation Fee; Student Senate Activity Fee; Special Course Fees;  
B. Are they included under the definition of tuition? B. No
2. Billings:  
A. At what point in the year are billing(s) sent to your attending students? A. July 1  
B. Is the participation fee billed to the parent, student or exporting institution? B. Student
3. Which, if any off-campus programs does your institution include under TRE? None
4. Where should TRE Forms for incoming students be sent? Human Resources  
Lisa Locke  
[llocke@albion.edu](mailto:llocke@albion.edu)
5. A. Is the TRE Fee paid by your institution? A. No  
B. If yes, is it paid for all students you export? B. N/A  
C. Who should be contacted to find out whether the student (parent) should be billed for the fee? C. Bill student per usual college practice
6. Who notifies the GLCA office concerning student eligibility? Human Resources Office  
517-629-0205
7. Withdrawal:  
A. At what point in your calendar does your institution consider TRE eligibility used when an exported student withdraws before completion? A. After final date for withdrawing  
B. Is the policy the same regardless of the reason for withdrawal? B. Yes
8. Eligibility:  
A. Who is eligible to receive the TRE benefit at your institution? A. All full-time faculty and full-time administrators are eligible to apply for their dependents.  
B. What are the guidelines as to when, and if, an individual is eligible (e.g., years of service)? B. There is no waiting period employees.  
C. How does your institution define "dependent?" C. An Eligible Dependent is defined as a natural born child, legally adopted child, or stepchild, unmarried, who is eligible to be claimed as a deduction on the eligible staff member's income tax return for the previous two years and in the tax period in which the tuition is waived, and who meets all the admission and academic requirements of the College. Stepchildren must also have established residency on a permanent basis in the staff member's household.

## Allegheny College

- |  |  |
|--|--|
| <p>1. A. Does a student attending your institution through the GLCA TRE program need to pay any mandatory fees other than room and board? If, so, please itemize.</p> <p>B. Are they included under the definition of tuition?</p>                               | <p>A. Health Center Fee, Student Activities Fee</p> <p>B. No</p>   |
| <p>2. Billings:</p> <p>A. At what point in the year are billing(s) sent to your attending students?</p> <p>B. Is the participation fee billed to the parent, student or exporting institution?</p>   | <p>A. July and December</p> <p>B. Student</p>  |
| <p>3. Which, if any off-campus programs does your institution include under TRE?</p>   | <p>None</p>  |
| <p>4. Where should TRE Forms for incoming students be sent?</p>  | <p>Natasha Eckart<br/>           Director of Financial Aid<br/>           814-332-2701<br/> <a href="mailto:neckart@allegheny.edu">neckart@allegheny.edu</a></p>   |
| <p>5. A. Is the TRE Fee paid by your institution?</p> <p>B. If yes, is it paid for all students you export?</p> <p>C. Who should be contacted to find out whether the student (parent) should be billed for the fee?</p>   | <p>A. No</p> <p>B. N/A</p> <p>C. Natasha Eckart</p>  |
| <p>6. Who notifies the GLCA office concerning student eligibility?</p>   | <p>Natasha Eckart</p>  |
| <p>7. Withdrawal:</p> <p>A. At what point in your calendar does your institution consider TRE eligibility used when an exported student withdraws before completion?</p> <p>B. Is the policy the same regardless of the reason for withdrawal?</p>               | <p>A. Prorated up to 60% point in semester.</p> <p>B. Yes, although special circumstances would be considered.</p>   |
| <p>8. Eligibility</p> <p>A. Who is eligible to receive the TRE benefit at your institution?</p> <p>B. What are the guidelines as to when, and if, an individual is eligible (e.g. years of service)?</p> <p>C. How does your institution define "dependent"?</p> | <p>A. Dependent children of all full-time employees.</p> <p>B. Immediate TRE benefit eligibility for active full-time employees.</p> <p>C. Must be claimed as a dependent of the employee on his/her federal income tax statement for 3 consecutive years prior to application for tuition. Legal documentation showing that the employee is the custodial parent for at least 50% of the time for three consecutive years prior to application for tuition is acceptable proof of dependency. Eligibility is limited to the equivalent of eight (8) semesters of full-time enrollment. The age limit for completion of benefits is 26 years of age.</p> |

## Antioch College

1. A. Does a student attending your institution through the GLCA TRE program need to pay any mandatory fees other than room and board? If, so, please itemize. A. Participation Fee, Community Government Fee, Student Service Fee, Orientation Fee, Graduation Fee
- B. Are they included under the definition of tuition? B. No, they are listed as fees.
2. Billings:
  - A. At what point in the year are billing(s) sent to your attending students? A. July, December, April
  - B. Is the participation fee billed to the parent, student or exporting institution? B. Student
3. Which, if any off-campus programs does your institution include under TRE? None
4. Where should TRE Forms for incoming students be sent? Alina Olson, Asst Director of HR  
937-319-6234  
[aolson@antiochcollege.edu](mailto:aolson@antiochcollege.edu)
5. A. Is the TRE Fee paid by your institution? A. No
- B. If yes, is it paid for all students you export? B. N/A
- C. Who should be contacted to find out whether the student (parent) should be billed for the fee? C. Bill student per usual college practice
6. Who notifies the GLCA office concerning student eligibility? Alina Olson, Asst Director of HR
7. Withdrawal:
  - A. At what point in your calendar does your institution consider TRE eligibility used when an exported student withdraws before completion? A. Sixth week of term
  - B. Is the policy the same regardless of the reason for withdrawal? B. Yes
8. Eligibility:
  - A. Who is eligible to receive the TRE benefit at your institution? A. Spouse and dependent children (under 25 years of age) of full-time faculty and staff.
  - B. What are the guidelines as to when, and if, an individual is eligible (e.g., years of service)? B. Eligibility begins immediately following the anniversary of two years of service
  - C. How does your institution define "dependent"? C. As defined for federal income tax purposes.

## Beloit College

1. A. Does a student attending your institution through the GLCA TRE program need to pay any mandatory fees other than room and board? If, so, please itemize. A. Yes, The Student Activity fee and the Health & Wellness fee.  
B. Are they included under the definition of tuition? B. No
2. Billings:  
A. At what point in the year are billing(s) sent to your attending students? A. July, December  
B. Is the participation fee billed to the parent, student or exporting institution? B. Student at his/her permanent mailing address. Also available on demand through student portal.
3. Which, if any off-campus programs does your institution include under TRE? Beloit College Exchange programs ([www.beloit.edu/oie/offcampus/explore/beloit/](http://www.beloit.edu/oie/offcampus/explore/beloit/)) and ISEP Exchange Programs (approved case-by-case)
4. Where should TRE Forms for incoming students be sent? Betsy Henkel  
Assistant Director of Financial Aid  
608-363-2663  
[henkelb@beloit.edu](mailto:henkelb@beloit.edu)
5. A. Is the TRE Fee paid by your institution? A. No, it is a family obligation.  
B. If yes, is it paid for all students you export? B. N/A  
C. Who should be contacted to find out whether the student (parent) should be billed for the fee? C. Standard billing procedure should be followed
6. Who notifies the GLCA office concerning student eligibility? Betsy Henkel  
Assistant Director of Financial Aid  
608-363-2663  
[henkelb@beloit.edu](mailto:henkelb@beloit.edu)
7. Withdrawal:  
A. At what point in your calendar does your institution consider TRE eligibility used when an exported student withdraws before completion? A. As soon as classes begin. Room & board will be refunded in accordance with the refund schedule outlined in the course catalog.  
B. Is the policy the same regardless of the reason for withdrawal? B. Yes
8. Eligibility:  
A. Who is eligible to receive the TRE benefit at your institution? A. Spouse and dependent children (under 25 years of age) of full-time faculty and staff.  
B. What are the guidelines as to when, and if, an individual is eligible (e.g., years of service)? B. Eligibility begins immediately following the anniversary of two years of service  
C. How does your institution define "dependent"? C. As defined for federal income tax purposes.



## Denison University

1. A. Does a student attending your institution through the GLCA TRE program need to pay any mandatory fees other than room and board? If, so, please itemize. A. None  
B. Are they included under the definition of tuition? B. Not included in tuition remission
2. Billings:  
A. At what point in the year are billing(s) sent to your attending students? A. Monthly at the beginning of each month July - June  
B. Is the participation fee billed to the parent, student or exporting institution? B. Billed electronically to the student's account.
3. Which, if any off-campus programs does your institution include under TRE? All are available.
4. Where should TRE Forms for incoming students be sent? Alexis Hanscel - [Benefits@denison.edu](mailto:Benefits@denison.edu)
5. A. Is the TRE Fee paid by your institution? A. No  
B. If yes, is it paid for all students you export? B. N/A  
C. Who should be contacted to find out whether the student (parent) should be billed for the fee? C. Shuhan Luo, 740-587-6664, [luos@denison.edu](mailto:luos@denison.edu)
6. Who notifies the GLCA office concerning student eligibility? Shuhan Luo  
740-587-6664  
[luos@denison.edu](mailto:luos@denison.edu)
7. Withdrawal:  
A. At what point in your calendar does your institution consider TRE eligibility used when an exported student withdraws before completion? A. After the 4th full week of classes.  
B. Is the policy the same regardless of the reason for withdrawal? B. Yes
8. Eligibility:  
A. Who is eligible to receive the TRE benefit at your institution? A. Dependent children of full-time members of the faculty, administrative staff, and supportive operating staff.  
B. What are the guidelines as to when, and if, an individual is eligible (e.g., years of service)? B. Eligibility exists following the completion of five (5) years of continuous full-time employment immediately prior to the beginning of the academic semester.  
C. How does your institution define "dependent?" C. Dependent children are defined as son, daughter, stepson, stepdaughter, legally adopted child of employee or foster child (living with the employee the entire year and providing the employee has been declared legal guardian and is providing 50% support. Unless a decree of divorce, decree of marriage, dissolution of marriage, decree of separate maintenance, or the law provides to the contrary, dependent children must be claimed as dependents on the employee's federal income tax return.

**DePauw University**

1. A. Does a student attending your institution through the GLCA TRE program need to pay any mandatory fees other than room and board? If, so, please itemize.  
B. Are they included under the definition of tuition?
  2. Billings:  
A. At what point in the year are billing(s) sent to your attending students?  
B. Is the participation fee billed to the parent, student or exporting institution?
  3. Which, if any, off-campus programs does your institution include under TRE?
  4. Where should TRE Forms for incoming students be sent?
  5. A. Is the TRE Fee paid by your institution?  
B. If yes, is it paid for all students you export?  
C. Who should be contacted to find out whether the student (parent) should be billed for the fee?
  6. Who notifies the GLCA office concerning student eligibility?
  7. Withdrawal:  
A. At what point in your calendar does your institution consider TRE eligibility used when an exported student withdraws before completion?  
B. Is the policy the same regardless of the reason for withdrawal?
  8. Eligibility:  
A. Who is eligible to receive the TRE benefit at your institution?  
B. What are the guidelines as to when, and if, an individual is eligible (e.g., years of service)?  
C. How does your institution define "dependent?"
- A. Health Service Fee  
Student Activity Fee  
Residence Hall Fee while living in dorm
- B. Not covered by new definition of tuition.
- A. July and December
- B. Student's accounts receivable
- Tier I, 2, and 3 Off-Campus Study Programs at DePauw
- Bruce Burking, Mgr. of Safety & Risk Management Services  
765-658-4180  
[bburking@depauw.edu](mailto:bburking@depauw.edu)
- A. Yes, for employees hired prior to July 1, 1971.
- B. No, only for employees hired before July 1, 1971
- C. Bruce Burking
- Bruce Burking
- A. 8 weeks
- B. Yes
- A. Full-time, benefit status employees
- B. A dependent of an employee hired July 1, 1971 through December 31, 1995 is considered eligible for participation when the employee begins full-time, benefit status employment. A dependent of an employee hired after December 31, 1995 is considered eligible for participation following the completion of two years of continuous full-time, benefit status employment.
- C. Eligibility is meant to extend to dependent children including natural children, legally adopted children and step children, married or unmarried. Dependent children shall be those defined by the dependent support test rules of the Internal Revenue Code. Eligibility does not extend to foreign exchange students, foster children, or married children's spouses or children.

**Earlham College**

1. A. Does a student attending your institution through the GLCA TRE program need to pay any mandatory fees other than room and board? If, so, please itemize. A. Activities Fees  
Facilities Fees
- B. Are they included under the definition of tuition? B. No.
2. Billings:
  - A. At what point in the year are billing(s) sent to your attending students? A. 1 1/2 months prior to each semester
  - B. Is the participation fee billed to the parent, student or exporting institution? B. Student or Parent
3. Which, if any off-campus programs does your institution include under TRE? Earlham and Earlham approved programs
4. Where should TRE Forms for incoming students be sent? Zaigen Halcomb  
HR Generalist  
(765) 983-1619  
halcoza@earlham.edu
5. A. Is the TRE Fee paid by your institution? A. No.
- B. If yes, is it paid for all students you export? B. N/A
- C. Who should be contacted to find out whether the student (parent) should be billed for the fee? C. Bill student per usual college practice
6. Who notifies the GLCA office concerning student eligibility? Zaigen Halcomb
7. Withdrawal:
  - A. At what point in your calendar does your institution consider TRE eligibility used when an exported student withdraws before completion? A. Registration
  - B. Is the policy the same regardless of the reason for withdrawal? B. Yes
8. Eligibility:
  - A. Who is eligible to receive the TRE benefit at your institution? A. Dependent children of full-time faculty and staff employees.
  - B. What are the guidelines as to when, and if, an individual is eligible (e.g., years of service)? B. After the fourth consecutive year of full-time service.
  - C. How does your institution define "dependent?" C. Not married, less than 25 years old., listed as a dependent on employee's tax return; carried on employee's or spouse's health insurance; legal dependent.

**Grinnell College**

1. A. Does a student attending your institution through the GLCA TRE program need to pay any mandatory fees other than room and board? If, so, please itemize. A. Student Activity Fee.  
B. Are they included under the definition of tuition? B. No
2. Billings:  
A. At what point in the year are billing(s) sent to your attending students? A. June and November  
B. Is the participation fee billed to the parent, student or exporting institution? B. The student is billed at the home address.
3. Which, if any off-campus programs does your institution include under TRE? Grinnell-in-London
4. Where should TRE Forms for incoming students be sent? Jana Johnson  
641-269-4818  
[johnsonj@grinnell.edu](mailto:johnsonj@grinnell.edu)
5. A. Is the TRE Fee paid by your institution? A. No  
B. If yes, is it paid for all students you export? B. N/A  
C. Who should be contacted to find out whether the student (parent) should be billed for the fee? C. Jana Johnson
6. Who notifies the GLCA office concerning student eligibility? Jana Johnson
7. Withdrawal:  
A. At what point in your calendar does your institution consider TRE eligibility used when an exported student withdraws before completion? A. At the half way point of the semester.  
B. Is the policy the same regardless of the reason for withdrawal? B. No
8. Eligibility:  
A. Who is eligible to receive the TRE benefit at your institution? A. Dependents of employees who are benefit eligible.  
B. What are the guidelines as to when, and if, an individual is eligible (e.g., years of service)? B. Eligible with the equivalent of 3 years of service.  
C. How does your institution define "dependent?" C. Tax definition

**Hope College**

1. A. Does a student attending your institution through the GLCA TRE program need to pay any mandatory fees other than room and board? If, so, please itemize. A. Special course fees and Activity Fees  
B. Are they included under the definition of tuition? B. No
2. Billings:  
A. At what point in the year are billing(s) sent to your attending students? A. Initial online bills are sent in July and every month thereafter.  
B. Is the participation fee billed to the parent, student or exporting institution? B. The student is billed
3. Which, if any off-campus programs does your institution include under TRE? The Washington Semester.
4. Where should TRE Forms for incoming students be sent? Connie VanderZwaag Dawn Rentfrow  
Human Resources Financial Aid  
616-395-7815 616-395-7765  
vanderzwaag@hope.edu rentfrow@hope.edu
5. A. Is the TRE Fee paid by your institution? A. No  
B. If yes, is it paid for all students you export? B. N/A  
C. Who should be contacted to find out whether the student (parent) should be billed for the fee? C. Connie VanderZwaag
6. Who notifies the GLCA office concerning student eligibility? Connie VanderZwaag, Benefits Manager  
616-395-7818  
[vanderzwaag@hope.edu](mailto:vanderzwaag@hope.edu)
7. Withdrawal:  
A. At what point in your calendar does your institution consider TRE eligibility used when an exported student withdraws before completion? A. If the student withdraws after the last day for a partial refund, the TRE eligibility will be considered used.  
B. Is the policy the same regardless of the reason for withdrawal? B. No. Special circumstances for withdrawal will be considered.
8. Eligibility:  
A. Who is eligible to receive the TRE benefit at your institution? A. Faculty; Administrative Staff; Secretarial; Clerical and Technical employees' dependents.  
B. What are the guidelines as to when, and if, an individual is eligible (e.g., years of service)? B. Administrative Staff and Secretarial/Clerical/ Technical employees must first complete ten years of continuous full-time regular employment (1,560 hours per calendar year); Full-time regular faculty are eligible immediately.  
C. How does your institution define "dependent"? C. Dependency for natural and adopted children must comply with IRS guidelines. Dependent status shall be granted to those unmarried stepchildren that have been members of the Hope College employee's family for a minimum of three years prior to their first application for tuition waiver. It is required that the step-child's regular, permanent address be the same as the employee.

**Kalamazoo College**

1. A. Does a student attending your institution through the GLCA TRE program need to pay any mandatory fees other than room and board? If, so, please itemize. A. Matriculation fee.  
Student Activities fee
- B. Are they included under the definition of tuition? B. No.
2. Billings:
  - A. At what point in the year are billing(s) sent to your attending students? A. In August, November, and March of each year.
  - B. Is the participation fee billed to the parent, student or exporting institution? B. The participation fee is billed to the student.
3. Which, if any, off-campus programs does your institution include under TRE? N/A
4. Where should TRE Forms for incoming students be sent? Miasha Wilson, HR Manager, 269-337-7225  
[miashaw@kzoo.edu](mailto:miashaw@kzoo.edu)
5. A. Is the TRE Fee paid by your institution? A. The participation fee may be paid by the institution in a very few cases.
- B. If yes, is it paid for all students you export? B. It is not an obligation for most outgoing students.
- C. Who should be contacted to find out whether the student (parent) should be billed for the fee? C. Assume student should be billed unless indicated on the application form.
6. Who notifies the GLCA office concerning student eligibility? Miasha Wilson  
HR Manager  
269-337-7225  
[miashaw@kzoo.edu](mailto:miashaw@kzoo.edu)
7. Withdrawal:
  - A. At what point in your calendar does your institution consider TRE eligibility used when an exported student withdraws before completion? A. TRE eligibility is considered to have been used at the point beyond which no refund of tuition costs would be available. At Kalamazoo this occurs after six weeks.
  - B. Is the policy the same regardless of the reason for withdrawal? B. Not all withdrawals are handled as above. Certain cases may warrant review (i.e., medical withdrawal) for exception to the usual procedure.
8. Eligibility:
  - A. Who is eligible to receive the TRE benefit at your institution? A. Children of full-time employees who have met years of service requirements.
  - B. What are the guidelines as to when, and if, an individual is eligible (e.g., years of service)? B. Employee must be full time with five years of prior continuous full time service.
  - C. How does your institution define "dependent?" C. All natural children, regardless of their financial support, and any other children who are claimed as IRS dependents (i.e., adopted or stepchildren). Children of an employee's domestic partner are eligible, provided that the employee meets all eligibility requirements for the benefit, meets the requirements under the College's Domestic Partnership Policy and the children could be claimed as employee's IRS dependents if the employee and his/her partner were legally married.

**Kenyon College**

1. A. Does a student attending your institution through the GLCA TRE program need to pay any mandatory fees other than room and board? If, so, please itemize. A. Yes. Student Activities Fee
- B. Are they included under the definition of tuition? B. No
2. Billings:
  - A. At what point in the year are billing(s) sent to your attending students? A. July 15 - due August 15 for 1st semester, November 15 - due December 15 for 2nd semester
  - B. Is the participation fee billed to the parent, student or exporting institution? B. Currently billed to parent and student unless student's home school has indicated that it is responsible for the fee.
3. Which, if any off-campus programs does your institution include under TRE? None
4. Where should TRE Forms for incoming students be sent? A. Nicholas Neuerer, Controller  
740-427-5181  
[neuerer1@kenyon.edu](mailto:neuerer1@kenyon.edu)
5. A. Is the TRE Fee paid by your institution? A. No
- B. If yes, is it paid for all students you export? B. N/A
- C. Who should be contacted to find out whether the student (parent) should be billed for the fee? C. Bill student per usual college practice
6. Who notifies the GLCA office concerning student eligibility? Nicholas Neuerer
7. Withdrawal:
  - A. At what point in your calendar does your institution consider TRE eligibility used when an exported student withdraws before completion? A. The 1st day of the 6th week of the semester.
  - B. Is the policy the same regardless of the reason for withdrawal? B. Yes
8. Eligibility:
  - A. Who is eligible to receive the TRE benefit at your institution? A. Any permanent employee working 1000 hours or more per year.
  - B. What are the guidelines as to when, and if, an individual is eligible (e.g., years of service)? B. At date of hire
  - C. How does your institution define "dependent"? C. Since the TRE program participants receive tax-exempt status from Section 117 of the IRS code, Kenyon follows the federal IRS definition of a dependent which means the employee's child must pass the dependency tests to determine eligibility as a dependent.

**Lake Forest College**

1. A. Does a student attending your institution through the GLCA TRE program need to pay any mandatory fees other than room and board? If, so, please itemize. A. Activity Fee  
B. Are they included under the definition of tuition? B. Fees will not be included in definition of tuition.
2. Billings:  
A. At what point in the year are billing(s) sent to your attending students? A. July and December  
B. Is the participation fee billed to the parent, student or exporting institution? B. Student at home address
3. Which, if any off-campus programs does your institution include under TRE? All affiliated (and provisionally affiliated) study away programs so long as student is eligible for duration of Study-Away.
4. Where should TRE Forms for incoming students be sent? Wendy Ohman  
Business Office  
847-735-5030  
ohman@lakeforest.edu
5. A. Is the TRE Fee paid by your institution? A. No  
B. If yes, is it paid for all students you export? B. N/A  
C. Who should be contacted to find out whether the student (parent) should be billed for the fee? C. Student Accounts
6. Who notifies the GLCA office concerning student eligibility? Wendy Ohman and Jerry Cebzynski
7. Withdrawal:  
A. At what point in your calendar does your institution consider TRE eligibility used when an exported student withdraws before completion? A. 10 weeks  
B. Is the policy the same regardless of the reason for withdrawal? B. Yes
8. Eligibility:  
A. Who is eligible to receive TRE benefit at your institution? A. Full-time faculty and staff.  
B. What are the guidelines as to when, and if, an individual is eligible (e.g., years of service)? B. Tenure-track faculty no waiting period. Full time staff after completed 3 years of service.  
C. How does your institution define "dependent?" C. Biological or legally adopted child. Must be dependent on federal tax form.



**Oberlin College**

1. A. Does a student attending your institution through the GLCA TRE program need to pay any mandatory fees other than room and board? If, so, please itemize. A. Activity Fee  
B. Are they included under the definition of tuition? B. Fees will not be included in definition of tuition.
2. Billings:  
A. At what point in the year are billing(s) sent to your attending students? A. August and January  
B. Is the participation fee billed to the parent, student or exporting institution? B. Student at home address
3. Which, if any off-campus programs does your institution include under TRE? All affiliated (and provisionally affiliated) study away programs so long as student is eligible for duration of Study-Away.
4. Where should TRE Forms for incoming students be sent? Department of Human Resources  
440-775-8430  
[human.resources@oberlin.edu](mailto:human.resources@oberlin.edu)
5. A. Is the TRE Fee paid by your institution? A. No  
B. If yes, is it paid for all students you export? B. N/A  
C. Who should be contacted to find out whether the student (parent) should be billed for the fee? C. Bill Student
6. Who notifies the GLCA office concerning student eligibility? Human Resources, Michayla Wood, Maggie Nieves
7. Withdrawal:  
A. At what point in your calendar does your institution consider TRE eligibility used when an exported student withdraws before completion? A. 10 weeks  
B. Is the policy the same regardless of the reason for withdrawal? B. Yes
8. Eligibility:  
A. Who is eligible to receive TRE benefit at your institution? A. All staff.  
B. What are the guidelines as to when, and if, an individual is eligible (e.g., years of service)? B. Administrative Assistants must have been employed 2 years. UAW members must have been employed 5 years.  
C. How does your institution define "dependent"? C. Biological or legally adopted child. Must be dependent on federal tax form.

**Ohio Wesleyan University**

1. A. Does a student attending your institution through the GLCA TRE program need to pay any mandatory fees other than room and board? If, so, please itemize. A. Yes, Activity Fee & Certain Course Specific Fees  
B. Are they included under the definition of tuition? B. No
  
2. Billings:  
A. At what point in the year are billing(s) sent to your attending students? A. July and November  
B. Is the participation fee billed to the parent, student or exporting institution? B. Student Account
  
3. Which, if any off-campus programs does your institution include under TRE? None
  
4. Where should TRE Forms for incoming students be sent? Elizabeth Foos  
Human Resources  
740-368-3327  
[ekfoos@owu.edu](mailto:ekfoos@owu.edu)
  
5. A. Is the TRE Fee paid by your institution? A. No  
B. If yes, is it paid for all students you export? B. N/A  
C. Who should be contacted to find out whether the student (parent) should be billed for the fee? C. Marielys Lopez - Human Resources
  
6. Who notifies the GLCA office concerning student eligibility? Marielys Lopez - [mmlopez@owu.edu](mailto:mmlopez@owu.edu)
  
7. Withdrawal:  
A. At what point in your calendar does your institution consider TRE eligibility used when an exported student withdraws before completion? A. Withdrawal prior to third week of semester entitled to full refund of TRE credit. No TRE credit refund after beginning of third week.  
B. Is the policy the same regardless of the reason for withdrawal? B. No. Students leaving the University for disciplinary reasons receive no refunds of any kind.
  
8. Eligibility:  
A. Who is eligible to receive the TRE benefit at your institution? A. All full-time, permanent employees' children (including legally adopted children and stepchildren, and legal wards for whom you can show legal evidence of financial responsibility), and certain cases when included in an individual's negotiated agreement with separated employees.  
B. What are the guidelines as to when, and if, an individual is eligible (e.g., years of service)? B. Beginning February 1, 1993, new full-time employees' children are eligible for tuition benefits after employee has completed two consecutive years (24 months) of full-time employment at Ohio Wesleyan University.  
C. How does your institution define "dependent"? C. Our institution does not have a stated definition for dependents. Eligibility for participation is established based on criteria in 8A.

**Wabash College**

1. A. Does a student attending your institution through the GLCA TRE program need to pay any mandatory fees other than room and board? If, so, please itemize. A. Yes, Activity Fee and Student Health Center Fee
- B. Are they included under the definition of tuition? B. No
2. Billings:
  - A. At what point in the year are billing(s) sent to your attending students? A. June 1 & November 15
  - B. Is the participation fee billed to the parent, student or exporting institution? B. Student
3. Which, if any off-campus programs does your institution include under TRE? All off-campus programs approved by Wabash
4. Where should TRE Forms for incoming students be sent? Catherine Metz  
Human Resources Director  
317-361-6418  
[metzc@wabash.edu](mailto:metzc@wabash.edu)
5. A. Is the TRE Fee paid by your institution? A. No
- B. If yes, is it paid for all students you export? B. N/A
- C. Who should be contacted to find out whether the student (parent) should be billed for the fee? C. Misty Newport
6. Who notifies the GLCA office concerning student eligibility? Catherine Metz
7. Withdrawal:
  - A. At what point in your calendar does your institution consider TRE eligibility used when an exported student withdraws before completion? A. Wabash uses Title IV calculation date; Wabash will use the same date for used eligibility.
  - B. Is the policy the same regardless of the reason for withdrawal? B. Yes
8. Eligibility:
  - A. Who is eligible to receive the TRE benefit at your institution? A. Dependents of eligible employees
  - B. What are the guidelines as to when, and if, an individual is eligible (e.g., years of service)? B. After 5 years of full-time employment
  - C. How does your institution define "dependent"? C. The same as IRS definition for dependent child

**Washington and Lee University**

1. A. Does a student attending your institution through the GLCA TRE program need to pay any mandatory fees other than room and board? If, so, please itemize. A. Activity Fee, Tech Fee, & Health Fee  
B. Are they included under the definition of tuition? B. No
2. Billings:
  - A. At what point in the year are billing(s) sent to your attending students? A. July and November
  - B. Is the participation fee billed to the parent, student or exporting institution? B. Student
3. Which, if any off-campus programs does your institution include under TRE? All W&L approved fall or winter term study abroad programs. W&L spring term abroad program are NOT included under TRE.
4. Where should TRE Forms for incoming students be sent? Martha Rowsey  
Office of Financial Aid  
540-458-8717  
[merowset@wlu.edu](mailto:merowset@wlu.edu)
5. A. Is the TRE Fee paid by your institution? A. No.  
B. If yes, is it paid for all students you export? B. n/a.  
C. Who should be contacted to find out whether the student (parent) should be billed for the fee? C. Bill student through usual college practice.
6. Who notifies the GLCA office concerning student eligibility? Martha Rowsey  
Office of Financial Aid  
540-458-8717  
[merowset@wlu.edu](mailto:merowset@wlu.edu)
7. Withdrawal:
  - A. At what point in your calendar does your institution consider TRE eligibility used when an exported student withdraws before completion? A. TRE eligibility is considered to have been used at the point beyond which no refund of tuition costs would be available. At W&L this occurs after five weeks.
  - B. Is the policy the same regardless of the reason for withdrawal? B. No, special circumstances can be considered.
8. Eligibility:
  - A. Who is eligible to receive TRE benefit at your institution? A. Benefit available to all employees who have 5 years of continuous full-time employment.
  - B. What are the guidelines as to when, and if, an individual is eligible (e.g., years of service)? B. Eligibility of the GLCA is the same as the W&L Educational Grant Program.
  - C. How does your institution define "dependent"? C. Biological or legally adopted child. Must be dependent on federal tax form.

**Willamette University**

1. A. Does a student attending your institution through the GLCA TRE program need to pay any mandatory fees other than room and board? If, so, please itemize. A. Yes. All fees as follows:  
Student Association Mandatory Fee = \$224; Wellness Center Mandatory Fee = \$310
- B. Are they included under the definition of tuition? B. No
2. Billings:
- A. At what point in the year are billing(s) sent to your attending students? A. Billings are sent in late July and again in December
- B. Is the participation fee billed to the parent, student or exporting institution? B. Student
3. Which, if any off-campus programs does your institution include under TRE? Any Willamette approved programs
4. Where should TRE Forms for incoming students be sent? Office of Financial Aid, Willamette University  
Patty Hoban, Director  
PH 503-375-5477  
[phoban@willamette.edu](mailto:phoban@willamette.edu)
5. A. Is the TRE Fee paid by your institution? A. No. Attending students/families should be billed for this fee.
- B. If yes, is it paid for all students you export? B. N/A
- C. Who should be contacted to find out whether the student (parent) should be billed for the fee? C. N/A
6. Who notifies the GLCA office concerning student eligibility? Office of Human Resources, Willamette University  
Tiffany DeGroat, Benefits Manager  
PH 503-370-6631  
[tdegroat@willamette.edu](mailto:tdegroat@willamette.edu)
7. Withdrawal:
- A. At what point in your calendar does your institution consider TRE eligibility used when an exported student withdraws before completion? A. Add/drop date of importing institution.
- B. Is the policy the same regardless of the reason for withdrawal? B. May be restored if withdrawal due to documented disability or other documented significant hardship (parent or sibling death, loss of job, loss of home).
8. Eligibility:
- A. Who is eligible to receive the TRE benefit at your institution? A. All full-time, full-benefit eligible faculty and staff who have completed service requirement.
- B. What are the guidelines as to when, and if, an individual is eligible (e.g. years of service)? B. 5 years of service, or who have at least 5 years of full-time service at other institutions of higher education.
- C. How does your institution define "dependent"? C. Biological, adopted, or foster child. Must be dependent on federal tax form (1099).

## Wittenberg University

- |   |  |   |  |
|---|--|---|--|
| <p>1. A. Does a student attending your institution through the GLCA TRE program need to pay any mandatory fees other than room and board? If, so, please itemize.</p> | <p>A. Student Activity Fee - \$150/semester &amp; Technology Fee - \$273/semester</p>  |   |  |
| <p>B. Are they included under the definition of tuition?</p>  | <p>B. No</p>   |   |  |
| <p>2. Billings:</p>   |  |   |  |
| <p>A. At what point in the year are billing(s) sent to your attending students?</p>   | <p>A. Semester I - July 1<br/>Semester II - Dec. 1</p>   |   |  |
| <p>B. Is the participation fee billed to the parent, student or exporting institution?</p>  | <p>B. Student</p>  |   |  |
| <p>3. Which, if any off-campus programs does your institution include under TRE?</p>  | <p>None, except direct exchange</p>  |   |  |
| <p>4. Where should TRE Forms for incoming students be sent?</p>   | <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Sigrun Olafsdottir<br/>Dir – Fin Aid<br/>937-327-7318<br/><a href="mailto:financial-aid@wittenberg.edu">financial-aid@wittenberg.edu</a></p> </td> <td style="width: 50%;"> <p>DeAnna Sullivan<br/>Human Resources<br/>937-327-7519<br/><a href="mailto:dsullivan@wittenberg.edu">dsullivan@wittenberg.edu</a></p> </td> </tr> </table> | <p>Sigrun Olafsdottir<br/>Dir – Fin Aid<br/>937-327-7318<br/><a href="mailto:financial-aid@wittenberg.edu">financial-aid@wittenberg.edu</a></p> | <p>DeAnna Sullivan<br/>Human Resources<br/>937-327-7519<br/><a href="mailto:dsullivan@wittenberg.edu">dsullivan@wittenberg.edu</a></p> |
| <p>Sigrun Olafsdottir<br/>Dir – Fin Aid<br/>937-327-7318<br/><a href="mailto:financial-aid@wittenberg.edu">financial-aid@wittenberg.edu</a></p>                       | <p>DeAnna Sullivan<br/>Human Resources<br/>937-327-7519<br/><a href="mailto:dsullivan@wittenberg.edu">dsullivan@wittenberg.edu</a></p>   |   |  |
| <p>5. A. Is the TRE Fee paid by your institution?</p>   | <p>A. No</p>   |   |  |
| <p>B. If yes, is it paid for all students you export?</p>   | <p>B. N/A</p>  |   |  |
| <p>C. Who should be contacted to find out whether the student or parent should be billed for the fee?</p>   | <p>C. DeAnna Sullivan (exports);</p>   |   |  |
| <p>6. Who notifies the GLCA office concerning student eligibility?</p>  | <p>Sigrun Olafsdottir (imports); DeAnna Sullivan (exports);</p>  |   |  |
| <p>7. Withdrawal:</p>   |  |   |  |
| <p>A. At what point in your calendar does your institution consider TRE eligibility used when an exported student withdraws before completion?</p>                    | <p>A. Dependent upon institutional policy in the academic catalog as posted on the website</p>   |   |  |
| <p>B. Is the policy the same regardless of the reason for withdrawal?</p>   | <p>B. Yes</p>  |   |  |
| <p>8. Eligibility:</p>  |  |   |  |
| <p>A. Who is eligible to receive the TRE benefit at your institution?</p>   | <p>A. Dependent children of full-time faculty and administrative/support staff members.</p>  |   |  |
| <p>B. What are the guidelines as to when, and if, an individual is eligible (e.g. years of service)?</p>  | <p>B. Tenured faculty immediate eligibility. Staff eligibility is either<br/>a) 5 years of service if hired prior to 1/1/2017 or b) 10 years of service if hired on or after 1/1/2017.</p>   |   |  |
| <p>C. How does your institution define “dependent”?</p>   | <p>C. The child must be claimed as a dependent on federal tax forms. The child must be a biological or legally adopted child of the faculty or administrative staff member. If the latter, the adoption must have occurred at least 5 years before the child’s first enrollment as a regular undergraduate student.</p>  |   |  |

**The College of Wooster**

- |  |  |
|--|--|
| 1. A. Does a student attending your institution through the GLCA TRE program need to pay any mandatory fees other than room and board? If, so, please itemize. | A. On-campus medical service fee<br>Student Activity Fee   |
| B. Are they included under the definition of tuition?  | B. No  |
| 2. Billings:   |  |
| A. At what point in the year are billing(s) sent to your attending students?   | A. Semester I - July 10<br>Semester II – Dec.10  |
| B. Is the participation fee billed to the parent, student or exporting institution?  | B. Parent  |
| 3. Which, if any off-campus programs does your institution include under TRE?  | Any Wooster sponsored/billed program   |
| 4. Where should TRE Forms for incoming students be sent?   | Katherine Miller<br>Human Resources<br>330-263-2695<br><a href="mailto:benefits@wooster.edu">benefits@wooster.edu</a>  |
| 5. A. Is the TRE Fee paid by your institution?   | A. Yes   |
| B. If yes, is it paid for all students you export?   | B. No. Fee is waived.  |
| C. Who should be contacted to find out whether the student (parent) should be billed for the fee?  | C. Katherine Miller  |
| 6. Who notifies the GLCA office concerning student eligibility?  | Katherine Miller<br>330-263-2695   |
| 7. Withdrawal:   |  |
| A. At what point in your calendar does your institution consider TRE eligibility used when an exported student withdraws before completion?                    | A. If a student withdraws at any point, this will constitute usage for that semester/term.   |
| B. Is the policy the same regardless of the reason for withdrawal?   | B. Yes   |
| 8. Eligibility:  |  |
| A. Who is eligible to receive the TRE benefit at your institution?   | A. Members of the faculty or administrative staff.   |
| B. What are the guidelines as to when, and if, an individual is eligible (e.g., years of service)?   | B. Three years or more of continuous full-time service.  |
| C. How does your institution define "dependent?"   | C. (i) The child must be a biological child, a stepchild, or a legally adopted child of the eligible employee;<br><br>(ii) For the three prior calendar years, the child must either be claimed as a dependent of the eligible employee or must otherwise qualify as a dependent of the eligible employee under the provisions of the Internal Revenue Code of 1986. The eligible employee must submit proof satisfactory to the College that the child qualifies as his/her dependent for the semester or quarter in which the benefit is sought; and<br><br>(iii) The child must be less than 24 years of age. |