



Implementation Guidelines

Best practices for processing NSE students through admissions, fee payment, financial aid, and registration

TUITION RECIPROCITY - Selecting a Tuition Payment Plan

The National Student Exchange uses two plans for the payment of tuition and fees. The institution may use either or both plans. Using both plans offers more flexibility to the student in selecting an NSE location which best fits financial considerations as well as the probabilities for placements. Current institutional, board, or state policies, including existing international exchange or other reciprocity models, may set a precedent for and/or govern the utilization of one or both of these tuition payment plans.

FUNCTIONAL AREA	PLAN A (HOST PAY)	PLAN B (HOME PAY)	NSE QUESTIONS	CAMPUS RESPONSE
Vice President For Finance or Administration	The exchange student pays the RESIDENT (in-state or in-province) tuition and mandatory fees of the host college or university directly to that host institution. At most NSE member campuses, Plan A is generally more flexible (the campus accepts more incoming students than those sent).	The exchange student pays normal tuition and mandatory fees (e.g. health services, student activities, technology fees) to their home college or university. No tuition or mandatory fees are paid to the host campus. Some Plan B campuses require an even exchange (the campus accepts no more incoming students that those sent).	<ul style="list-style-type: none"> • <i>Is there an institutional precedent for either or both payment plans?</i> • <i>Is there any problem with use of either or both payment plans for outgoing students or incoming students?</i> • <i>Will either or both plans need to be restricted to an EVEN (not accepting more students than sent) exchange?</i> • <i>Can either or both payment plans be OPEN to accepting all eligible incoming students?</i> • <i>Can the institution manage its program without having to use "real dollars" to fund incoming students on Plan A and Plan B?</i> 	
	QUESTION <i>Is the campus able to bring in the student at in-state/in-province tuition without having to use scholarship or other funds to off-set or "pay" the differential between in-state and out of state tuition?</i>	QUESTION <i>Is the campus able to bring in the student at no cost for tuition/fees without having to use scholarship or other funds to "pay" tuition for the student? Funds collected from outgoing students should off-set incoming Plan B who do not pay tuition/fees.</i>		
	Under both payment plans, exchange students will pay to their host campus those fees which are assessed as a condition of enrollment (e.g., laboratory fees, art and photography supplies, course surcharges, computer fees, internship or student teaching surcharges). Under both payment plans, students pay room and meal costs directly to their host university.			

Key Contacts and Written Procedures – NSE recommends that the campus identify an NSE contact in each key processing office: admissions, bursar/comptroller, financial aid, records/registration. Working with the NSE campus coordinator and using this document as a guideline, these officers should develop written procedures for NSE and review periodically to fine-tune where needed.

OUTGOING STUDENTS

FUNCTIONAL AREA	PLAN A (HOST PAY)	PLAN B (HOME PAY)	NSE QUESTIONS	CAMPUS RESPONSE		
NSE Student Eligibility Criteria	<p>The designated home NSE Coordinator determines the eligibility of outgoing NSE students utilizing NSE requirements as well as any additional criteria which may be imposed by the home campus or the host campus.</p> <p>NSE REQUIREMENTS – Applicable at the time of application and at the completion of the term prior to exchange.</p> <ul style="list-style-type: none"> • full-time enrollment at your home campus • minimum home campus cumulative GPA of 2.5 (4.0 scale) • good academic standing as defined by the home institution • no incomplete grades from previous terms • no current or pending probationary status due to academic dishonesty or misconduct • no outstanding financial obligations to the home institution • no current or pending probationary or disciplinary action for violation of codes of student conduct • must not be on probation, parole, or have any pending legal judgments <p><i>On-line Campus Profiles identify any additional home campus criteria (e.g., language proficiency, higher GPA, class standing, audition).</i></p>		<ul style="list-style-type: none"> • <i>Will you impose any additional restrictions or requirements on your outgoing students?</i> • <i>Will you permit seniors to exchange?</i> • <i>Will you waive residency requirement for seniors?</i> • <i>Will you treat NSE coursework as resident credit?</i> • <i>Will you permit international (F-1 visa) students to exchange? (Note: the home campus SEVIS reports these students.)</i> 			
Registration NSE Holding Course	<p>Students should maintain their home campus status as registered full-time, degree-seeking students. NSE suggests that outgoing students be registered in an NSE specific holding course. Such a course keeps the student tied to the home institution and establishes appropriate audit trails through bursar/comptroller, financial aid and registration.</p> <table border="1" data-bbox="394 1247 948 1467"> <tr> <td data-bbox="394 1247 675 1467"> The Plan A holding course (i.e., NSE 450A for 12 hours/semester or 15 hours/quarter) should have a code which generates no bill or a bill of zero. </td> <td data-bbox="675 1247 948 1467"> The Plan B holding course (i.e., NSE 450B for 12 hours/semester or 15 hours/quarter) should have a code which generates a bill for normal, full-time tuition/fees. </td> </tr> </table>		The Plan A holding course (i.e., NSE 450A for 12 hours/semester or 15 hours/quarter) should have a code which generates no bill or a bill of zero.	The Plan B holding course (i.e., NSE 450B for 12 hours/semester or 15 hours/quarter) should have a code which generates a bill for normal, full-time tuition/fees.	<ul style="list-style-type: none"> • <i>Is your campus able to create a holding course for NSE?</i> • <i>How will this be implemented for Plan A?</i> • <i>How will this be implemented for Plan B?</i> 	
The Plan A holding course (i.e., NSE 450A for 12 hours/semester or 15 hours/quarter) should have a code which generates no bill or a bill of zero.	The Plan B holding course (i.e., NSE 450B for 12 hours/semester or 15 hours/quarter) should have a code which generates a bill for normal, full-time tuition/fees.					
Registration Coding/Tracking	<p>Campuses need to be able to code outgoing students on both Plan A and Plan B so they can be identified, by payment plan, for tracking, billing, and reporting needs.</p> <p>Usually this is accomplished through creation of an attribute for Plan A and an attribute for Plan B in the student information system.</p>		<ul style="list-style-type: none"> • <i>What will you do for Plan A?</i> • <i>What will you do for Plan B?</i> 			
Registration Reporting	<p>NSE students can be counted toward FTE or eliminated from the count depending on the reporting requirements of the institution. Reporting may differ depending upon Plan A or Plan B.</p>		<ul style="list-style-type: none"> • <i>How does your institution count its students: by enrollment, fee payment, other?</i> • <i>Will you count outgoing Plan A?</i> • <i>Will you count outgoing Plan B?</i> 			

OUTGOING STUDENTS, continued

FUNCTIONAL AREA	PLAN A (HOST PAY)	PLAN B (HOME PAY)	NSE QUESTIONS	CAMPUS RESPONSE
<p>Advising</p> <p>Advising Agreement</p>	<p>Prior to departure for exchange, students complete a written advising agreement to identify how each course the student might take at the host institution will fit into the home degree program.</p> <p>Advising agreements should contain twice as many courses as the student will actually take while on exchange.</p> <p>Copies of the agreement should be retained by the student, authorized signator, NSE coordinator, and records office.</p>		<ul style="list-style-type: none"> Who is authorized to approve such an agreement? 	

Other Questions About Outgoing Students

- Must outgoing students purchase home campus health insurance? ___Yes ___No
- Will you permit international students (F-1 visa) to participate in NSE? ___Yes ___No
(NOTE: SEVIS reporting for international students is the responsibility of the student's home campus.)
- Will your campus restrict its outgoing non-resident and/or international students to using only Plan B in order to retain non-resident tuition? ___Yes ___No
- Will you permit exchange with other NSE campuses within your state? territory? province? ___Yes ___No

An **NSE application fee** is due for each student for whom a placement is attempted. Students should not be entered on NSE's on-line placement form until the fee has been collected by the home campus. This is an application fee and is due regardless of placement outcome, placement declined, withdrawal after placement acceptance, or subsequent ineligibility to participate. (NOTE: Most campuses assess \$50 more than the NSE fee.)

What amount will you assess your outgoing NSE students? \$_____

RETURNING STUDENTS

FUNCTIONAL AREA	PLAN A (HOST PAY)	PLAN B (HOME PAY)	NSE QUESTIONS	CAMPUS RESPONSE
<p>Registration/ Records</p> <p>Transcribing Exchange Work</p>	<p>Following exchange, host institution courses, credit hours and grades replace the holding course (see page 2) and should be recorded on the home transcript with the designation that they were taken at a particular host campus through the National Student Exchange program.</p> <p>The NSE designator is important because it shows that the student participated in a campus-based program (as opposed to transferring out and back). Like study abroad, showing the work as part of a program demonstrates to employers and graduate schools that the student has gone beyond the expected. See example below.</p> <p style="text-align: center;">National Student Exchange Generic University Course listing.....</p> <p>NSE strongly recommends that work completed on exchange be included in the student's cumulative GPA at the home campus.</p>		<ul style="list-style-type: none"> Can you include the NSE designator along with the name of the exchange campus? How will host courses appear on your transcript? Can grades earned from the NSE host campus be included in your cumulative GPA? 	

INCOMING STUDENTS

FUNCTIONAL AREA	PLAN A (HOST PAY)	PLAN B (HOME PAY)	NSE QUESTIONS	CAMPUS RESPONSE
<p>Admissions</p> <p>Eligibility</p>	<p>The home campus NSE coordinator has determined the eligibility of the student using NSE criteria (see page 2).</p> <p>When the host NSE coordinator agrees to accept the student, there is no further admissions review by the host campus unless otherwise indicated in the campus profile (e.g., portfolio for studio art courses, audition for music performance, higher GPA in some areas). In essence, the home NSE coordinator makes the admissions decision for the host campus.</p>			
<p>Academic</p> <p>Course or Program Restrictions</p>	<p>The host campus may limit, restrict, or close courses, majors and/or programs to incoming NSE students. This must be communicated in the on-line <i>Campus Profile</i> which is posted a year in advance of the student's actual exchange period.</p>		<ul style="list-style-type: none"> • <i>Which programs or majors will be closed to incoming students?</i> • <i>Which programs or majors require a higher GPA for incoming students?</i> • <i>What other restrictions or limitations will be imposed?</i> 	
<p>Admissions</p> <p>Enrollment Materials</p>	<p>Following acceptance of their placements, incoming students complete forms needed to generate registration eligibility. A basic data form or application along with housing information is sent at this time with specific directions for completion and return. Most campuses will request an unofficial transcript due at the completion of the term prior to exchange.</p> <p>NSE recommends that all materials be sent by the host coordinator to the student and returned by the student to the host coordinator who can then forward to the appropriate campus office.</p>		<ul style="list-style-type: none"> • <i>Will the campus need a full application or will a single page with basic information on the student be sufficient?</i> • <i>Will you need an official transcript or is an unofficial acceptable?</i> 	
<p>Admissions</p> <p>Classification</p>	<p>Plan A students must be classified as matriculated students to be eligible for financial aid.</p>	<p>NSE suggests that Plan B students should also be classified as matriculated.</p>	<ul style="list-style-type: none"> • <i>How will incoming students be classified on Plan A?</i> • <i>How will incoming students be classified on Plan B?</i> 	
<p>Admissions</p> <p>Application Fees</p>	<p>Admissions application fees are waived by most NSE member universities.</p>		<ul style="list-style-type: none"> • <i>Can the application fee be waived?</i> • <i>If not waivable, what is the cost for the fee?</i> 	

INCOMING STUDENTS, continued

FUNCTIONAL AREA	PLAN A (HOST PAY)	PLAN B (HOME PAY)	NSE QUESTIONS	CAMPUS RESPONSE
Health Matters and Insurance Health Records Immunizations Health Insurance	<p>Students are advised of institutional requirements governing health records, immunization and health insurance.</p>		<ul style="list-style-type: none"> • <i>Will you require health records?</i> • <i>Will you accept the records from the home campus or must the student submit forms from a new physical exam?</i> • <i>Which specific immunizations are required?</i> • <i>At what stage of enrollment are immunizations required (e.g., prior to registration, prior to moving into the residence hall, prior to class attendance, prior to enrollment for second term)?</i> • <i>Is health insurance required? If so, must students purchase your institutional policy or is proof of comparable own, home campus, or parents' policy acceptable?</i> 	
Registration Coding/Tracking	<p>Campuses need to be able to code incoming students on both Plan A and Plan B so they can be identified, by payment plan, for tracking, billing, and reporting needs.</p> <p>Usually this is accomplished through creation of an attribute for Plan A and an attribute for Plan B in the student information system.</p>		<ul style="list-style-type: none"> • <i>What will you do for Plan A?</i> <p style="text-align: center;"><i>What will you do for Plan B?</i></p>	
Registration Course Registration	<p>Priority registration is welcome. At minimum, incoming NSE students should register for courses with currently enrolled, degree-seeking students of their same class standing.</p> <p>Some member campuses code all incoming students as juniors to allow for registration immediately following currently enrolled seniors.</p>		<ul style="list-style-type: none"> • <i>When will NSE students register?</i> • <i>What priority can NSE students be given for registration?</i> 	
Registration Enrollment	<p>Exchange students are expected to be enrolled full time and meet all course pre-requisites of the host institution.</p>			
Registration Reporting	<p>NSE students can be counted toward FTE or eliminated from the count depending on the reporting requirements of the institution. Reporting may differ depending upon Plan A or Plan B.</p>		<ul style="list-style-type: none"> • <i>Will you count outgoing Plan A?</i> • <i>Will you count outgoing Plan B?</i> 	

INCOMING STUDENTS, continued

FUNCTIONAL AREA	PLAN A (HOST PAY)	PLAN B (HOME PAY)	NSE QUESTIONS	CAMPUS RESPONSE
Comptroller/ Student Accounts Billing for Tuition and Fees	Incoming Plan A students are billed for resident (in-state or in-province) tuition/fees.	Incoming Plan B students are not billed for tuition and fees. Note, since mandatory fees (e.g., general fees, health services, student activities) have been paid to the student's home college or university, exchange students should not be billed for these by the host campus.	<ul style="list-style-type: none"> • <i>Are you able to waive mandatory fees such as health services and student activities fees for incoming Plan B students?</i> • <i>Are there other fees which cannot be waived for Plan B?</i> • <i>Are there fees that both Plan A and Plan B students will be assessed (e.g., book rental fee, laptop fee) that cannot be waived?</i> 	
	Under both payment plans, exchange students will pay to their host campus those fees which are assessed as a condition of enrollment (e.g., laboratory fees, art and photography supplies, course surcharges, computer fees, internship or student teaching surcharges).			
Financial Aid Application Award Disbursement Canada	Federally-funded financial aid for Plan A students is applied for, awarded, and disbursed in the same fashion as other native students enrolled at the campus.	Federally-funded financial aid for Plan B is awarded and disbursed by the student's home institution based on the tuition/fees of the home campus and the room, meals and incidentals of the host campus.	<ul style="list-style-type: none"> • <i>Is there any problem in implementing this procedure for either Plan A or Plan B?</i> 	
	Exception: Students going to, or coming from, Canadian member universities , apply for financial aid at their home campuses.			
Financial Aid Consortium Agreement	Federally-funded financial aid disbursement is covered under a one-time, single membership agreement completed with the National Student Exchange Central Office. This NSE Membership Agreement complies with U.S. Department of Education regulations for disbursement of federally-funded financial aid to students exchanging under a consortium agreement and conforms to the requirements of written agreements between two or more eligible institutions. Individual agreements between NSE member colleges and universities are not necessary.			
Financial Aid Enrollment Verification	The host campus coordinator provides electronic enrollment verification through NSE's web site to the home coordinator by the end of the third week of each host term.			
Residence Life	Students pay room and meals to the host campus if campus housing is selected.		<ul style="list-style-type: none"> • <i>Will NSE students be able to live on campus?</i> • <i>What assistance is provided for off-campus housing?</i> 	

INCOMING STUDENTS, continued

FUNCTIONAL AREA	PLAN A (HOST PAY)	PLAN B (HOME PAY)	NSE QUESTIONS	CAMPUS RESPONSE
Billing Deferments		Deferred payments are appreciated for students exchanging on Plan B who will be receiving a financial award from their home college or university to pay for their room and meals. In such case, a copy of the award letter from the home campus should be requested.	<ul style="list-style-type: none"> • <i>Can deferments be given to Plan B students?</i> <i>Under what conditions?</i> 	
Billing Payment Plans	QUESTION <i>What kind of payment plans are available for tuition?</i>			
	QUESTION <i>What kind of payment plans are available for room and meals?</i>			
Registration/ Records Transcripts	The host institution generates a transcript for the exchange student in the same manner as any other currently enrolled student.			

Other Questions About Incoming Students

- Will you limit incoming students to a full-year rather than single term exchange? ___Yes ___No
- Do you prefer single term exchanges to begin in the fall or in the spring? Or may they begin in any term?
 Will you accept incoming International (F-1 visa) students?
 Plan A ___Yes ___No
 Plan B ___Yes ___No
 (NOTE: SEVIS reporting for international students is the responsibility of the student's home campus.)
- Will you accept incoming students for exchange in the summer?
 Plan A ___Yes ___No
 Plan B ___Yes ___No
- Will you accept incoming post-baccalaureate students? ___Yes ___No
- Will you accept incoming graduate students? ___Yes ___No
- Will you participate in any of the following?
 - Resident Assistant Exchange ___Yes ___No
 - International Linkages (make one or more of your own study abroad programs available to incoming students) ___Yes ___No
 - Honors Exchange (allow incoming students to enroll in honors courses) ___Yes ___No
 - Exchange with Canadian Partners (must be willing to both send and receive students) ___Yes ___No
 - Special Summer and Inter-term programs. ___Yes ___No

For further information:

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