



Professional Student Exchange Program (PSEP)

ALASKA

ARIZONA

CALIFORNIA

COLORADO

HAWAII

IDAHO

MONTANA

NEVADA

NEW MEXICO

NORTH DAKOTA

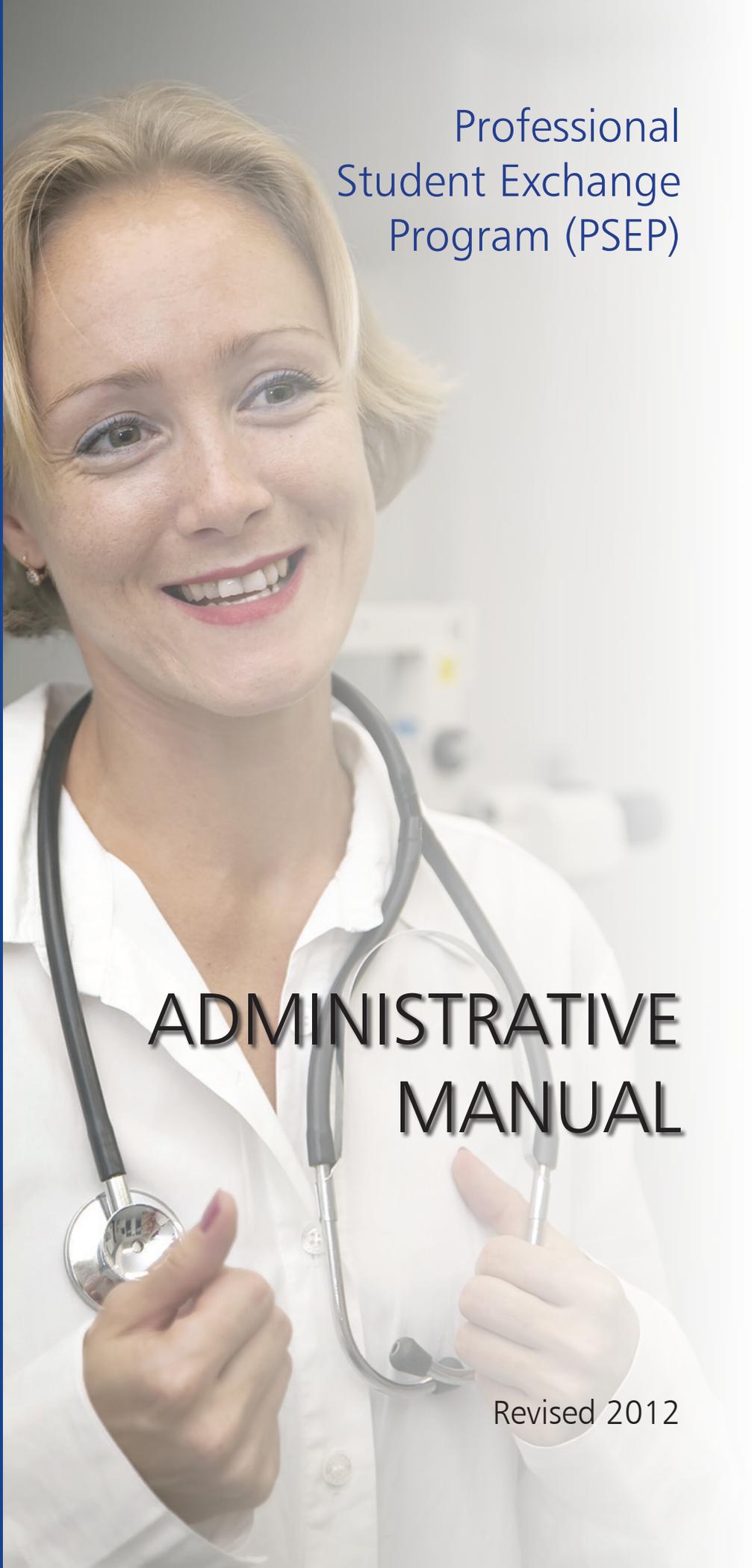
OREGON

SOUTH DAKOTA

UTAH

WASHINGTON

WYOMING



ADMINISTRATIVE MANUAL

www.wiche.edu/psep

Revised 2012

WICHE's PROFESSIONAL STUDENT EXCHANGE PROGRAM (PSEP)

Administrative Manual

What is WICHE, and what does it do?

WICHE (the Western Interstate Commission for Higher Education) is a regional, nonprofit organization. WICHE and its 15 member states work to improve access to higher education and ensure student success. Our student exchange programs, regional initiatives, and our research and policy work allow us to assist constituents throughout the West and beyond.

For more information on all three of WICHE's student exchange programs, visit www.wiche.edu/studentexchange.



WICHE's member states are Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming.

Western Interstate Commission for Higher
Education (WICHE)
3035 Center Green Drive, Suite 200
Boulder, CO 80301
TEL: 303.541.0214
info-sep@wiche.edu
www.wiche.edu/psep
July 2012

The July 2012 edition of the Professional Student Exchange Program (PSEP) Administrative Manual replaces all previous editions and serves as the manual of administrative operating procedures for the program until amended or replaced.

Table of Contents

- I. Background..... 1

- II. PSEP Overview 2
 - 1. Healthcare fields available through PSEP 2
 - 2. How each state determines which fields it will support..... 2
 - 3. How students qualify and are selected..... 2
 - a. State certification 2
 - b. Admission to professional programs..... 2
 - 4. Financial provisions 3
 - a. Tuition paid by student 3
 - b. Support fee payment 3
 - 5. Operating structure of PSEP 3
 - a. WICHE..... 4
 - b. Sending states 4
 - c. Receiving programs..... 4
 - d. Students/applicants 4

- III. Activities, Responsibilities and Timelines 5
 - TABLE 1: State Certifying Office Activities..... 5-6
 - TABLE 2: WICHE Activities 7-8
 - TABLE 3: Participating Program Activities..... 9-10
 - TABLE 4: Applicant/Student Responsibilities 11

- IV. Policies and Procedures 12
 - 1. Communications..... 12
 - 2. Accreditation status and how new programs can apply to participate 13
 - 3. Preference for WICHE PSEP applicants 14
 - 4. Continuation of support..... 14
 - 5. Duplicate support 14
 - 6. Policy for student withdrawals, repeat years and leave of absence 15
 - 7. Fields supported through WICHE’s PSEP and duration of support 15-16

8. Difference between "Category A" and "Category B" fields	16
9. Tuition charges to WICHE PSEP students.....	17
10. Support fees payment date.....	17
11. Support fees refunds to states.....	17
12. How and when support fees are set	17-18
13. Current and future policy for variations in support fees by program structure	18
a. Physical therapy programs.....	18
b. Physician assistant programs.....	19
c. Occupational therapy programs and clinical payments.....	19
14. Allocation of PSEP income	19
15. PSEP is a tuition reduction and student access program.....	19
16. Bilateral contracts.....	19
17. Adding new fields to PSEP.....	20
18. Loan forgiveness and service payback requirements.....	20
V. Frequently Asked Questions about PSEP	21-23

WICHE's PROFESSIONAL STUDENT EXCHANGE PROGRAM (PSEP)

Administrative Manual

What is WICHE, and what does it do?

WICHE (the Western Interstate Commission for Higher Education) is a regional, nonprofit organization. WICHE and its 15 member states work to improve access to higher education and ensure student success. Our student exchange programs, regional initiatives, and our research and policy work allow us to assist constituents throughout the West and beyond.

For more information on all three of WICHE's student exchange programs, visit www.wiche.edu/studentexchange.



WICHE's member states are Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming.

Western Interstate Commission for Higher
Education (WICHE)
3035 Center Green Drive, Suite 200
Boulder, CO 80301
TEL: 303.541.0214
info-sep@wiche.edu
www.wiche.edu/psep
July 2012

The July 2012 edition of the Professional Student Exchange Program (PSEP) Administrative Manual replaces all previous editions and serves as the manual of administrative operating procedures for the program until amended or replaced.

Table of Contents

- I. Background..... 1

- II. PSEP Overview 2
 - 1. Healthcare fields available through PSEP 2
 - 2. How each state determines which fields it will support..... 2
 - 3. How students qualify and are selected..... 2
 - a. State certification 2
 - b. Admission to professional programs..... 2
 - 4. Financial provisions 3
 - a. Tuition paid by student 3
 - b. Support fee payment 3
 - 5. Operating structure of PSEP 3
 - a. WICHE..... 4
 - b. Sending states 4
 - c. Receiving programs..... 4
 - d. Students/applicants 4

- III. Activities, Responsibilities and Timelines 5
 - TABLE 1: State Certifying Office Activities..... 5-6
 - TABLE 2: WICHE Activities 7-8
 - TABLE 3: Participating Program Activities..... 9-10
 - TABLE 4: Applicant/Student Responsibilities 11

- IV. Policies and Procedures 12
 - 1. Communications..... 12
 - 2. Accreditation status and how new programs can apply to participate 13
 - 3. Preference for WICHE PSEP applicants 14
 - 4. Continuation of support..... 14
 - 5. Duplicate support 14
 - 6. Policy for student withdrawals, repeat years and leave of absence 15
 - 7. Fields supported through WICHE’s PSEP and duration of support 15-16

8. Difference between "Category A" and "Category B" fields	16
9. Tuition charges to WICHE PSEP students.....	17
10. Support fees payment date.....	17
11. Support fees refunds to states.....	17
12. How and when support fees are set	17-18
13. Current and future policy for variations in support fees by program structure	18
a. Physical therapy programs.....	18
b. Physician assistant programs.....	19
c. Occupational therapy programs and clinical payments.....	19
14. Allocation of PSEP income	19
15. PSEP is a tuition reduction and student access program.....	19
16. Bilateral contracts.....	19
17. Adding new fields to PSEP.....	20
18. Loan forgiveness and service payback requirements.....	20
V. Frequently Asked Questions about PSEP	21-23

Appendices

Western Regional Education Compact	Appendix A
How WICHE’s PSEP Determines Which Applicants Will Receive Support”	Appendix B
Sample Ranking Request	Appendix C
PSEP Structure by State.....	Appendix D
Consent & Waiver Form.....	Appendix E
Vet Med Statement of Intent	Appendix F
Vet Med Statement of Understanding.....	Appendix G
WICHE’s Policy on Multiple Sources of Tuition Support	Appendix H
Change of Status Form	Appendix I
Notifications to Programs and Students and Statement of Understanding for PSEP Students (Explains new support fees policy for public institutions effective Fall 2013 forward)	Appendices J-1, J-2, J-3
Support Fee Memo with Approved Fees for the Most Recent Biennium.....	Appendix K
WICHE PSEP Service Payback Policies.....	Appendix L
Contract between Cooperating Program and WICHE (Sample)	Appendix M

WICHE's Professional Student Exchange Program (PSEP) Administrative Manual

I. Background:

In the early 1950s, our Western states formed the Western Regional Education Compact (see [Appendix A](#)) and agreed to share higher education resources in the region through the Western Interstate Commission for Higher Education (WICHE). WICHE and its 15 member states work to improve access to higher education and ensure student success.¹ WICHE's student exchange programs, regional initiatives, and our research and policy work allow us to assist constituents throughout the West and beyond. WICHE's member states are Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming.

Healthcare workforce needs are at an all-time high, regionally and nationally. State policymakers are looking for the smartest investment of limited tax dollars, and sharing educational resources within the West is a fiscally responsible approach. Given fiscal pressures and other factors, it doesn't always make sense for a state to create its own public program in certain healthcare professions.

WICHE has been providing residents of Western states with affordable access to the healthcare professions for almost 60 years through its Professional Student Exchange Program (PSEP).

WICHE states that use PSEP have discovered they get an excellent return on investment when they appropriate funds to educate students at other institutions within the 15-state WICHE region. Those funds are administered through WICHE's PSEP and are sent to the enrolling institutions. The student's home state pays a "support fee" for the student's position (or seat); this fee is negotiated between WICHE and the cooperating programs.²



Students enrolled through WICHE's PSEP pay reduced tuition at out-of-state public and private institutions and generally receive preferential admission. More than 14,750 professionals have received their education through PSEP, most in the healthcare professions. They include dentists, physicians (allopathic and osteopathic), physician assistants, physical therapists, occupational therapists, optometrists, pharmacists, podiatrists, and veterinarians.

¹ WICHE is governed by three gubernatorally-appointed Commissioners from each state. The WICHE Commission molds the organization's mission and sets its priorities. The Commission meets twice a year (May and November).

² The support fee is approved by the Commission in May (even years). The fee is different for each profession but the amount is standard for each profession. Fee variations are allowed only for accelerated programs.

WICHE member states that do not offer a particular healthcare education program at an in-state public institution often decide to use PSEP to offer its residents affordable education in the healthcare professions. Many of our states also provide support through PSEP in a healthcare field that is only offered at a private institution located within the state.

II. PSEP Overview

1. **Healthcare fields available through PSEP.** The WICHE Commission determines which fields will be available through PSEP. When two or more states request the addition of a new field, staff identify accredited programs within the region and determine the interest within other WICHE states in sending students in the field. Currently, the following fields are supported through PSEP:
 - a. Allopathic medicine
 - b. Dentistry
 - c. Occupational therapy
 - d. Optometry
 - e. Osteopathic medicine
 - f. Pharmacy
 - g. Physical therapy
 - h. Physician assistant
 - i. Podiatry
 - j. Veterinary medicine
2. **How each state determines which fields it will make available to its residents.** Ultimately, this is a legislative decision dependent upon the appropriation of state funds to pay support fees for a given number of students in the fields supported by that state. All WICHE states except California, Oregon, and South Dakota send students in at least one PSEP field.³ Most WICHE states enroll students through PSEP from the other WICHE states with the exception of Alaska.
3. **How students qualify and are selected.** Students seeking WICHE PSEP support must meet requirements for (a) certification by their home state and (b) admission to the participating PSEP institution of their choice. For detailed information on how applicants are selected for PSEP support, see [Appendix B, "How WICHE Determines Which Professional Student Exchange Program \(PSEP\) Applicants Will Receive Support](#) and [Appendix C, "Sample Ranking Request."](#)
 - a. **State certification.** Each state establishes its own requirements for certification through an application process (see [Appendix D, "PSEP Structure by State"](#)) that is reviewed by the student's home state certifying officer. If a student is certified, this means that he/she is a bona fide resident of his/her home state and is eligible to be considered for WICHE PSEP support. Certification is not a guarantee of support because states typically have more certified and qualified applicants that are admitted to a program than they have money to support.

³ WICHE PSEP support for new students from Idaho and Washington has been on hold since 2010.

- b. **Admission to professional programs.** The student applies for admission to any participating institution of his/her choice through regular channels. The decision to offer admission to a WICHE PSEP applicant is entirely at the discretion of the institution. In some cases, the institution may make admission contingent upon the applicant's achieving certification by his/her home state or by assurance of support as a PSEP student.

The WICHE Boulder office serves as the channel of communication between state certifying officers and participating professional schools and programs in determining which admitted students will be supported.

- 4. **Financial provisions.** Institutions enrolling PSEP students receive: (a) tuition paid by the student, and (b) a support fee paid to the institution through WICHE by the student's home state.
 - a. **Tuition paid by student.** Currently, in all fields except pharmacy, the student attending any public institution pays tuition at no more than the resident student rate. A pharmacy student enrolled at a public institution pays the balance of full nonresident tuition minus the support fee. Students attending a private institution (in any PSEP healthcare field) pay full private tuition minus the support fee. Effective for new students enrolling in through PSEP in Fall 2013 and forward, public institutions whose tuition differential is not being met by WICHE's support fee may charge the new enrolling PSEP student nonresident tuition minus the support fee. PSEP students enrolled Fall 2012 or earlier will continue to pay resident tuition through graduation.
 - b. **Support fee payment.** The WICHE Commission establishes an annual support fee for each field that is paid by the sending state through WICHE to the receiving school. Support fees are approved every two years, in even-numbered years, for the biennium. For the most current support fee rates, see the PSEP website at www.wiche.edu/psep.
- 5. **Operating structure of PSEP.** The four principal parties involved in operating PSEP are: the WICHE Commission and staff; the sending states with the certifying officer or his/her designee as primary liaison; the receiving institution or program, operating through the dean or director of the program concerned and others designated by the institution; and, the students we serve.



WICHE staff interfaces directly with the receiving program and our state offices. Our state certifying officers work directly with the students who are enrolled in our cooperating programs. Students communicate directly with their state certifying officers and their programs. To ensure program integrity, WICHE should always serve as a liaison between certifying officers and programs. At the student's home state's request, WICHE staff members are available to assist prospective and enrolled students, but the student's home state certifying officer should remain

the student's initial point of contact.

- a. **WICHE.** The WICHE Commission consists of three commissioners appointed by the governor in each of the member states. Policies for PSEP are approved by the Commission upon recommendation of its Programs & Services Committee. Staff members in the WICHE Programs & Services Unit are responsible for the day-to-day operation of the program.
- b. **Sending states.** Each state designates a certifying officer; the offices from which they operate vary from state-to-state but include the Boards of Regents, the higher education system offices and higher education governing and coordinating boards. The certifying officer's costs are financed by the home state. Certifying officers promote PSEP opportunities within their states, process certification applications for prospective students seeking to enroll through PSEP to study in one of the healthcare professions, and work with WICHE to resolve special problems or needs. Certifying officers assist WICHE staff in proposing and making improvements in the administration of the program. In their respective states, certifying officers develop projected budgets and initiate budget requests, inform executive and legislative agencies concerning the program, and confer with their state's WICHE Commissioners and executive and legislative representatives on policy and operational matters.
- c. **Participating schools/programs.** The dean or program director within an institution assigns contact persons in the designated program to maintain communications with applicants, students enrolled through WICHE's PSEP, other offices within the institution (i.e.: admissions, financial aid and tuition payment, and academic recording and reporting), and the WICHE staff.
- d. **Students/applicants.** Students actively enrolled through PSEP interface directly with their programs and with their home state certifying officer. Prospective students apply directly to the programs in which they wish to enroll and work directly with their state certifying officer to become certified so that they can be considered for PSEP support. The majority of programs give WICHE PSEP applicants preferential review for admission. Once certified, applicants report their admissions offers directly to their certifying officer. Once funded through PSEP, they renew annual PSEP contracts with their certifying officer (if required by their state) and inform their state of any change in address or name change. Students must report any changes in enrollment status (leave of absence, repeating classes, delayed graduation, withdrawal from the program, acceptance of new scholarships that cover tuition, etc.) immediately to their certifying officer. Students must maintain good academic standing to retain their WICHE PSEP support from term-to-term.

III. Activities, Timelines, and Responsible Parties

The following tables detail the operations and timelines of PSEP, specifically the responsibilities of the state certifying office, the receiving program offices, WICHE staff, and the PSEP student. The tables describe the processes through which students achieve certification and admission to the program of their choice, and through which state support is committed and funds are distributed.

Time Period	TABLE 1: State Certifying Office Activities
Ongoing	Promote PSEP through contact with state professional associations, pre-health advisors and pre-health groups at state higher education institutions.
Ongoing	Work with home state commissioners and state higher ed office (or equivalent) to establish requirements for certification and continued eligibility.
Ongoing	Maintain contact with students throughout enrollment in program and upon graduation, as is possible, providing updated addresses to WICHE Boulder.
June – October 15	Update PSEP application and post on state website for student access, or mail packets as requested by prospective students.
June – October 15	Notify applicants of their eligibility as it is determined.
August 8 – 22	Review and sign support agreements from WICHE Boulder office for students to be supported during current school year. Verify each form/name, sign, and make a copy of each for state records. Email WICHE Boulder staff any changes. Return originals to WICHE Boulder noting any adjustments that should be made prior to transmittal of support agreements to schools.
October 15- November 1	<p>Enter names of certified students eligible for PSEP support in the coming academic year into WICHE’s PSEP Administrative Database. Estimate number of new seats to be supported in each healthcare field and update the numbers in the database for the coming year.</p> <p>Accept late certification applications if state policy allows; late applications should be classified as “alternate certified” when entered into the database. Alternate certified applicants have last priority for support; they are only considered after all qualified certified applicants with offers are funded and if state resources to support more students are still available.</p> <p>Mail copies of Consent and Waiver forms (see Appendix E) for all certified students to WICHE Boulder. For certified vet med applicants also mail WICHE Boulder copies of the Statement of Intent (Appendix F) and Statement of Understanding (Appendix G).</p>

Time Period	State Certifying Office Activities (continued)
October 15 – November 30	Receive invoice from WICHE Boulder for all students to be supported during current academic year; re-verify student enrollment and report any changes to WICHE. Process payment to send to WICHE by or before November 30 th .
November 15 – June 15	Determine final number of new WICHE students to be supported in each field. During budget years, time period may need to be extended until the state legislatures approve the state's budget. Provisional admissions offers for WICHE supported positions are typically offered in early January for veterinary medicine; seats will be more difficult to come by as the admissions period progresses. WICHE supported positions in the other healthcare fields are typically offered in the spring, from April to May, but sometimes as late as June (depending on the state).
January 2-15	Determine number of new students to be supported in veterinary medicine (as soon as possible) and inform WICHE office of number of seats to be released.
March – May	<p>WICHE sends initial lists of “students with offers” to state offices for review.</p> <p>Certifying offices cross-check offers with their applicants; applicants are required to send copies of their offer letters to their home state office. WICHE verifies additional offers reported to state offices but not reported by cooperating programs via online PSEP administrative database.</p> <p>WICHE and each certifying officer will construct a list of applicants with offers to be ranked (if a ranking is necessary in that field). WICHE requests a minimum of two weeks’ notice to complete a ranking; time is needed to request the ranking from cooperating schools, collect responses and compile the results.</p>
July 15 or earlier	Notify all certified and alternate certified applicants (new students) of their final PSEP support status (whether or not they will receive support).
August 1	Receive completed Academic Progress Reports for PSEP students enrolled during previous and completed academic year. Report any discrepancies to WICHE office.

Time Period	TABLE 2: WICHE Activities
Ongoing	Promote PSEP through various venues using brochures, website and other means. Contacts include state professional associations, college advisors, pre-health advisors and pre-health groups at state higher education institutions. Respond to phone and email inquiries.
Ongoing	Maintain the PSEP database of currently enrolled/funded students and certified applicants.
Ongoing	Based on information received from states, programs or students, verify the change of status of WICHE supported students. Request backup documentation as needed. Refund or adjust support fee payments according to program policy.
June	<p>WICHE emails designated persons from cooperating programs to complete online Academic Progress Reports for each PSEP student enrolled during the prior academic year.</p> <p>Cooperating program completes reports by the end of June. Graduation dates must be reported for graduating students. Additional supporting documentation (Change of Status form) is required for students whose PSEP support status will change for the coming academic year.</p>
June – July	<p>Cooperating programs update contact information for persons responsible for coordinating with WICHE for students enrolled through PSEP. Contact information is updated through WICHE’s online database.</p> <p>WICHE staff sends email message to current program admissions contact to initiate update.</p>
July - August	WICHE emails cooperating programs a Tuition & Fees Survey for the coming academic year. Cooperating programs return completed surveys by the requested deadline. Transmit final survey results to state certifying officers in August/September.
August 1 – 8	WICHE office prepares support agreements for PSEP students who will be funded during current academic year; WICHE sends drafts to certifying officers for initial review. Final agreements are emailed to certifying offices to be printed, reviewed and signed by each state office.
August 31 – October 1	<p>WICHE mails support agreements to designated support agreement person for receiving program. Receiving program staff review list of students to be supported and notify WICHE of any enrollment changes or students who are no longer eligible for WICHE support because of other fellowships or military scholarships (see “WICHE’s Policy on Duplicate Support” for more information). Program staff person signs agreements and returns originals to WICHE office by or before October 1st.</p> <p>WICHE also sends a copy of a signed “Consent & Waiver” form (Appendix E) for each first-time supported student; the copy is for the cooperating program to keep in the student’s file.</p>

Time Period	WICHE Activities (continued)
October 15	Send invoices to state offices for all PSEP students to be supported during current academic year.
November/December	Compile statistical information (including enrollment) for WICHE's Student Exchange Programs Statistical Report for the current academic year; publish on website and in hard copy; mail copies to participating programs.
November 15 - April 15 (and later as needed)	WICHE emails lists of certified PSEP applicants to admissions and certification contacts of cooperating programs for review every month during the admissions period. Certified applicants are eligible to be considered for PSEP support (but support is not guaranteed).
December/January	WICHE and admissions offices of cooperating colleges of veterinary medicine agree on a date to submit rankings of certified PSEP veterinary medicine applicants. WICHE staff members compile the rankings and release student names for WICHE PSEP-supported offers as supporting states' budgets are approved. Timing of the release of names varies by state; some state budgets are approved earlier than others (or in some cases the state can authorize the release of names pending final budget approval. For more information, see the vet med section of "How WICHE Selects PSEP Applicants for Support."
January 2- 15	WICHE mails support fee checks to cooperating programs on January 15 th (or the first Monday thereafter if it falls on a weekend). Support fees are mailed once in the academic year. Cooperating programs are asked to credit the students' accounts as described on page 17, section IV, 9 of Policies and Procedures. Programs are asked to credit a pro-rated portion of the support fee for terms prior to the payment. The balance should be credited to the student as he/she progresses through the remainder of the terms for the current academic year.
March – May (and later as necessary)	<p>WICHE sends initial lists of "students with offers" to state offices for review. WICHE verifies additional offers reported to state offices but not reported by cooperating programs via online PSEP administrative database.</p> <p>WICHE and each certifying officer will construct a list of admitted students to determine if a ranking is necessary in that field. WICHE requests a minimum of two weeks' notice to request a ranking from cooperating schools and compile the results.</p>
April – May	WICHE conducts rankings of applicants (by state) with offers, as requested by certifying officers.
April – May	WICHE emails the names of applicants to be funded (organized by state) to cooperating programs. Programs notify WICHE of any changes in enrollment of the entering class (decision not to enroll in the coming academic year, student's acceptance of another scholarship that would make him or her ineligible for WICHE support, etc.).

Time Period**TABLE 3: Participating Program Activities**

Ongoing	Promote PSEP to program applicants using PSEP brochures (available by request to WICHE office) and by linking to WICHE's website: www.wiche.edu/psep .
Ongoing	Cooperating programs verify currently enrolled PSEP students' academic progress and eligibility at the end of each term. If the status of a student changes (withdrawal, leave of absence, drop from full time enrollment, ineligible for PSEP because of a new scholarship or fellowship, will be repeating coursework, etc.) then the program official must complete a CHANGE OF STATUS form and submit it to WICHE within 10 days of the change. WICHE prefers to receive the form via email/scan. If faxed, a phone call to WICHE staff is appreciated.
June	WICHE emails designated persons from cooperating programs to complete online Academic Progress Reports for each PSEP student enrolled during the prior academic year. Cooperating program completes reports by the end of June. Graduation dates must be reported for graduating students. Additional supporting documentation (Change of Status form) is required for students whose PSEP support status will change for the coming academic year.
June – July	Cooperating programs update contact information for persons responsible for coordinating with WICHE for students enrolled through PSEP. Contact information is updated through WICHE's online database. WICHE staff sends email message to current program admissions contact to initiate update.
July	WICHE emails cooperating programs a Tuition & Fees Survey for the coming academic year. Cooperating programs return completed surveys by the requested deadline.
August 31 – October 1	WICHE mails support agreements to designated support agreement person for receiving program. Receiving program staff review list of students to be supported and notify WICHE of any enrollment changes or students who are no longer eligible for WICHE support because of other fellowships or military scholarships (see "WICHE's Policy on Duplicate Support" for more information). Program staff person signs agreements and returns originals to WICHE office by or before October 1 st . WICHE also sends a copy of a signed "Consent & Waiver" form (Appendix E) for each first-time supported student; the copy is for the cooperating program to keep in the student's file.
November 15 - April 15	WICHE emails list of certified PSEP applicants to admissions and certification contacts of cooperating programs for review every month during the admissions period. Certified applicants are eligible to be considered for PSEP support, but support is not guaranteed. Most participating programs offer PSEP applicants preferential admission.

Time Period	Participating Program Activities (continued)
November 15 – through end of admissions period	<p>Cooperating programs report full admission offers to WICHE via WICHE’s online PSEP Administrative Database. Only full offers should be reported; not waitlisted applicants or “alternate” offers. Input of declined offers is important too.</p> <p>Reporting of offers of admission to WICHE is critical. Certified applicants not showing any offers will not be included in rankings, and will miss the opportunity to be supported.</p>
December/January	<p>WICHE and admissions offices of cooperating colleges of veterinary medicine agree on a date to submit rankings of certified PSEP veterinary medicine applicants. WICHE staff compiles the rankings and release student names for WICHE PSEP-supported offers as supporting states’ budgets are approved. Timing of the release of names varies by state; some state budgets are approved earlier than others (or in some cases the state can authorize the release of names pending final budget approval. For more information, see the vet med section of “How WICHE Selects PSEP Applicants for Support.”</p>
January 15	<p>WICHE mails support fee checks to cooperating programs on January 15th (or the first Monday thereafter if it falls on a weekend). Support fees are mailed once in the academic year. Cooperating programs are asked to credit the students’ accounts as described on page 17, section IV, 9 of Policies and Procedures. Programs are asked to credit a pro-rated portion of the support fee for terms prior to the payment. The balance should be credited to the student as he/she progresses through the remainder of the terms for the current academic year.</p>
April – May (or later)	<p>WICHE monitors applicant offers and conducts rankings of applicants (by state) with offers, as needed and as requested by certifying officers.</p>
April –July	<p>WICHE emails the names of applicants to be funded (organized by state) to cooperating programs. Programs notify WICHE of any changes in enrollment of the entering class (decision not to enroll in the coming academic year, student’s acceptance of another scholarship that would make them ineligible for WICHE support, etc.).</p>

Time Period

TABLE 4: Applicant/Student Responsibilities

Ongoing	Certified applicants and PSEP supported students should maintain contact with their state certifying officer throughout the certification process, the admissions period, and if funded, through graduation. Graduates from states where service payback is required must continue to remain in contact until their obligation is fulfilled. Promptly reply to all of the certifying officer's requests for information and documentation.
Ongoing	Promptly inform certifying office and enrolling program of any change of status throughout the period of support (name change, contact information changes including cell phone and email address, withdrawal from program, dismissal, leave of absence, acquiring of additional tuition scholarships (military, HIS, NHSC, fellowships, etc.).
Ongoing	Enroll and remain enrolled as a full-time student, and maintain your home state residency.
Prior to October 15 th	Apply for certification to home state office well in advance of October 15 th the year prior to enrollment. Work directly with your home office, using their application and following their procedures. Residency requirements vary by WICHE state. Reply promptly to any requests for additional documentation. Start the certification process early; give yourself plenty of time to assemble the required documentation.
Prior to school deadlines for application	Certified applicants apply directly to the cooperating WICHE professional schools of their choice. Applicants in all fields must send copies of admission offer letters to their home state certifying officer. Applicants can apply to programs not affiliated with WICHE PSEP, but support is limited to applicants who enroll at a cooperating PSEP program.
November 15 – August 1	Certified applicants* must send a copy of each admissions offer from a cooperating WICHE program to their certifying officer as soon as it is received. This will ensure that they will be included in any rankings and be considered for PSEP support. Also notify home certifying office of any offers you decline. <i>Be courteous and formally decline all offers you do not intend to accept in a timely manner. Remember: the offer that you do not accept is important to the next applicant on the waiting list!</i> *WICHE certified veterinary medicine applicants are ranked prior to being offered a WICHE position for admission, so this does not apply to them.
May/June	Most WICHE states require PSEP students to renew their support status annually for the following school year. Complete and return all requested information promptly to your state certifying officer.
Upon graduation	If your state requires a service payback, complete the annual practice form as requested by your home state office until your commitment is fulfilled. If you do not plan on returning to your home state, contact your certifying office to make arrangements to reimburse the support fee as legally required by your home state.



IV. Policies and Procedures

1. **Communications.** WICHE's Professional Student Exchange Program enables students from the sending states to attend a wide range of institutions with different approaches to professional education throughout the West. Students enrolling through PSEP can choose a program that best meets their professional goals. While advantageous, this freedom and flexibility adds a level of complexity to the administration of the program. Smooth operation of the program depends upon the effective collaboration of all involved: our sending state offices, our cooperating institutions, WICHE staff, and the students.

Because of variations among programs, the circumstances of individual students, the difficulty of keeping several hundred persons informed about changing state funding patterns, and many other reasons, experience has shown that the program works best when certifying officers and cooperating program representatives communicate only through the WICHE office. *Except in rare, expressly approved cases, certifying officers and program officials should not communicate directly.* By handling these communications, the WICHE office can assure that those who "need to know" are informed and proper notations on student funding and status are kept in WICHE's database.

Typically several offices of a cooperating institution coordinate with the WICHE office to facilitate enrollment of students enrolled through our program. The designated institution contact person(s) are asked to keep appropriate people within the institution informed and assure that transactions affecting WICHE students are reported. Examples include:

- a. **Admissions offers to certified WICHE applicants need to be reported promptly to WICHE.** Staff also appreciates receiving updates when applicants decline offers.
- b. **WICHE PSEP students should be properly coded in campus billing systems** so that they are charged the correct reduced tuition.
- c. **Cooperating programs are required to inform WICHE about students who receive federal scholarships** such as National Health Service Corps, military scholarships or fellowships that will make PSEP students ineligible for WICHE PSEP support (see [Appendix H, "WICHE's Policy on Multiple Sources of Tuition Support"](#)).
- d. **Notify the WICHE office of changes in a student's academic status.** This includes WICHE PSEP students who withdraw or otherwise change status (repeat courses, take a leave of absence, are put on a decelerated program, switch to temporary part-time enrollment, or will graduate later than planned, etc.).

2. **Accreditation status of cooperating programs and how new programs can apply to participate.**

Only fully accredited programs may participate in PSEP. If a cooperating program experiences a change in accreditation status (is put on probation or has its accreditation revoked, for example), the program must report the change to WICHE within 10 days. If the new status involves a loss of the rights and privileges accorded to graduates of fully accredited programs, the participation of new students will be suspended pending restoration of full accreditation.

In May 2009, the WICHE Commission approved a small number of provisionally accredited programs for early participation in PSEP. The Commission also established the following criteria for any future requests from new and provisionally accredited schools in high-need healthcare fields located in the WICHE region that wish to become cooperating PSEP programs. The criteria are as follows:

- a. The institution must be (a) fully accredited by a regional accrediting agency **OR** (b) hold candidacy status (in the regional accrediting agency) and be actively pursuing regional accreditation.
- b. The institution must be authorized to offer the new professional program (if applicable) by its regional accrediting agency.
- c. The new professional program must be approved by the state higher education agency assigned to review new programs (in states where this is required).
- d. The professional program must hold provisional (or initial) accreditation by its professional accrediting body and not have any specific requirements or recommendations of major concern cited in its most recent accreditation report.
- e. The proposed school must offer a program of study in a critical need field where there is substantial competition for admission and the number of currently cooperating WICHE schools is proportionately small, compared to the demand for seats.



Provisionally accredited programs must meet all of the above criteria to be considered for early participation in PSEP.

Institutions that would like to propose a program for participation should contact WICHE's director of student exchange programs. WICHE staff will review the program's accreditation status, program structure and tuition. If the program qualifies, WICHE will write a contract with the new program for a sample contract, see [Appendix M, "Contract between Cooperating Program and WICHE."](#) Staff members encourage new programs to contact WICHE at least one year prior to the anticipated date to receive full accreditation, so that all the necessary steps can be taken in advance to ensure participation in WICHE's PSEP as early as possible.

3. **Preference for WICHE PSEP applicants.** Traditionally, all cooperating programs have given some degree of preference to WICHE-certified applicants. Some public institutions do this by considering WICHE PSEP applicants immediately after considering residents and prior to admitting any other nonresidents; some schools consider all applicants within the pool on the same basis and extend preference to a WICHE applicant when two are equally qualified; some reserve a specific number or percentage of places for WICHE students; some are prohibited by state policy from admitting nonresident students unless they are WICHE PSEP-supported students. The method by which preference is given is determined by the school.
4. **Continuation of support.** After a student is certified and supported, the state assumes the obligation to continue support for that student through the normal duration of the program, subject to appropriation of necessary funds and provided that the student remains in good academic standing. Once a student receives any state support through WICHE, that student will be monitored for academic progress until all degree requirements have been met, even if the student later declines WICHE support in favor of a military or other type of scholarship.
5. **Duplicate support.** If a student receives federal, state, or private support that pays full nonresident tuition or full private tuition, then the student must decline all WICHE support; ([see Appendix H, "WICHE's Policy on Multiple Sources of Tuition Support"](#)). Please notify our office immediately of any student(s) who are receiving full support. The school should bill the scholarship sponsor for the tuition the student would pay if not enrolled through WICHE's PSEP (i.e., full nonresident or full private tuition). In such cases, any support fee already paid to the cooperating program that overlaps with the scholarship period must be returned to WICHE, and WICHE then reimburses the student's home state.

WICHE PSEP support is intended for tuition only. Therefore, a student who accepts a full scholarship that covers tuition and other expenses is no longer eligible for WICHE support. Examples of these scholarships include but are not limited to the National Health Service Corps, military scholarships, Indian Health Service (IHS) Scholarships, and state scholarships or fellowships for primary care medical students. WICHE encourages sending states to remove any barriers to student acceptance of such federal awards by permitting any state service obligation to be fulfilled concurrently with or following the federal service obligation, and by providing federal scholarship recipients with a statement of no conflict if required by the federal government. Some states discourage students from taking scholarships that will compete with home state service obligations; students should check with their state office on this policy.

Federal, state or private loans that can be used for a variety of educational expenses (tuition, fees, books, equipment, living expenses and the like) are not a concern in regard to WICHE support, as long as there is no duplication of support for payment of the student's tuition charges.

Please call WICHE's director of student exchange to review the student's change in status and

final determination on whether or not the student must decline further PSEP support.

6. **Policy for student withdrawals, repeat years, and leave of absence.** States are entitled to refunds or adjustments of support fee payments made on behalf of students who withdraw or otherwise change their status, if a refund is payable under the institution's policy.

Students are not supported for repeat classes or repeat periods of enrollment. Students are permitted a maximum of one academic or calendar year leave of absence from the program when that leave has been approved by the institution or program, except as permitted under individual state policy, or for approved leaves to complete a concurrent degree program. A student who is granted a leave of absence prior to completing requirements in any term will not be supported upon his/her return until the repeat period has been successfully completed. In all cases, it is the program's obligation to notify WICHE promptly of withdrawal or other change of status of any WICHE PSEP student, and to process necessary documentation to refund fees as required. Programs must complete a "[Change of Status Form](#)" (see [Appendix I](#)) within 10 days of the change.

Each sending state, through its certifying officer, determines whether a student may be supported for a period beyond the "normal" time for program completion. For example, in rare cases a student will be advised to take fewer hours each term than normal (a decelerated program) and will need longer than normal to complete the degree. It is at the state's discretion as to whether or not the student will be granted additional support; in most cases, the student is limited to the original period of support and additional funds will not be granted.

7. **Fields supported through WICHE's PSEP and duration of support.** The professional healthcare programs supported through PSEP as of January 2012 and the maximum length of support by field are listed below.
 - a. **Medicine.** Four academic years of education in allopathic medicine leading to the MD (Doctor of Medicine) degree.
 - b. **Osteopathic Medicine.** Four academic years of education in osteopathic medicine leading to the DO (Doctor of Osteopathy) degree.
 - c. **Dentistry.** Four academic years of education leading to the DDS (Doctor of Dental Surgery) or DMD (Doctor of Dental Medicine) degree. Three year accelerated programs will receive an equivalent rate over a three year period.
 - d. **Veterinary Medicine.** Four academic years of education leading to the DVM (Doctor of Veterinary Medicine) degree.
 - e. **Physical Therapy.** A maximum of three academic years for professional study leading to the DPT degree. Some programs are longer than the maximum support period. Through 2012-13, support will vary, depending on the length and intensity of the program. From 2013-14 forward, all three-year DPT programs will receive a standard rate for three

years, whether they are 9- or 12-month programs. Two year accelerated programs will receive a 12-month equivalent rate for two years.

- f. **Occupational Therapy.** Two academic years of professional study leading to the MOT degree plus two three-month clinical affiliations. Support in occupational therapy is paid by WICHE over two years, even though most programs are two years plus six months (including the clinical). The first year payment is for 3 quarters or 2 semesters. The second year payment is for 3 quarters (or 2 semesters) PLUS 6 months of clinicals; this is 1.66 percent (of one and two-thirds) of a one year rate. The second year payment should be credited as the academic terms progress. The second year student should receive a year's worth of support during the second year, and the school should hold the balance (two-thirds) to credit in the student's third year for his/her clinicals.
 - g. **Optometry.** Four academic years of education leading to the OD (Doctor of Optometry) degree.
 - h. **Podiatry.** Four academic years of education leading to the DPM (Doctor of Podiatric Medicine) degree.
 - i. **Pharmacy.** Four academic years of education leading to the PharmD (Doctorate of Pharmacy). Accelerated three-year programs will receive an equivalent rate over the three year period.
 - j. **Physician Assistant.** A maximum of two calendar years (24 months) leading to the first professional degree or certificate in an accredited program. Degree levels vary but include a master's, bachelor's, associate's and a PA certificate.
8. **Difference between "Category A" and "Category B" fields.** Historically, PSEP fields were placed in "Category A" when the nonresident positions offered were essentially only offered to WICHE applicants. In those cases, WICHE had to provide sufficient incentive to the enrolling programs for each enrolled WICHE PSEP student, so that sending states' residents could obtain sufficient positions to meet the educational policy objectives (and workforce needs) of their home state. Today, support fees tend to come closer to covering the resident/nonresident tuition differential in more public programs in these "Category A" fields (which include medicine, dentistry, veterinary medicine, physical therapy, occupational therapy, optometry, podiatry, osteopathic medicine, and physician assistant). However, in more recent years with accelerated tuition increases and tightening state budgets, not all public program tuition differentials are being met for "Category A" fields.

Fields were placed in "Category B" when there were sufficient opportunities for admission of nonresidents without special admission preference as a WICHE student. The only remaining field in "Category B" is pharmacy. Its support fee does not cover the resident/nonresident tuition differential at the majority of receiving public schools of pharmacy.

9. **Tuition charges for WICHE PSEP students.** Through the academic year 2012-13, for state-support institutions, the PSEP student enrolled in a “Category A” field pays resident tuition. For pharmacy (a “Category B” field), the student pays the balance of the nonresident tuition minus the support fee.

Effective academic year 2013-14, public institutions’ programs whose tuition differential is not being met by WICHE’s support fee may charge the new enrolling PSEP student nonresident tuition minus the support fee (as is currently done in pharmacy). [See Appendix J, “Statement of Understanding for PSEP Students Enrolling at Public Institutions from Fall 2013 Forward”](#). **PSEP students enrolled in public institutions 2012-13 and prior will continue to pay resident tuition through graduation.**

At private institutions, the PSEP student pays the balance of the full private tuition minus the support fee.

10. **Support fee payment date.** Support fees are paid and sent to enrolling institutions on January 15th, in the middle of the academic year. WICHE PSEP students should not be charged late fees by the enrolling institution for the portion of the support fee that will count towards terms prior to the payment by WICHE. Private enrolling institutions are asked to credit the student the appropriate amount in anticipation of receiving the support fee for any terms prior to the January 15th payment. Public institutions are asked to charge the student resident tuition in anticipation of the support fee payment. For new students enrolling in 2013-14 or later, public institutions are asked to charge the students resident tuition or credit them with the appropriate portion of the support fee against nonresident tuition and have them pay the balance.



11. **Support fee refunds to states.** When a WICHE PSEP student withdraws from an institution or incurs some other change of status, the amount of tuition refund or other charges is determined according to the institution’s refund policy for all students. If the student withdraws from the program at a date after which tuition is nonrefundable, the enrolling institution may keep the support fee for that term. If a percentage of tuition is refundable to the student, then the student’s home state is eligible for a matching percentage refund of the support fee for that term as well.
12. **How and when support fees are set.** In May of even-numbered years the WICHE Commission establishes support fee rates for the next biennium. For example, in May 2014, the Commission will approve staff recommendations for support fees for the 2015-16 and 2016-17 academic years.

Setting support fees involves balancing the diverse needs of students, states, and institutions. States that support students through PSEP face mounting fiscal pressures as they try to provide

access to professional education for their residents. The receiving institutions' costs of delivering professional education continue to rise, necessitating greater financial incentives to preserve positions for nonresidents. Public institutions located in the West have for the most part experienced a sharp decline in state support since the 2007 economic crisis, and students are assuming a greater percentage of cost for professional education.

Different approaches have been taken over the years to set support fees. Initially, the fees were set to approximate the average cost of instruction for all schools in a given field. Later, fees were based on a negotiated or fee-for-service, rather than a cost-of-education approach. At this time, the Commission uses the resident/nonresident tuition differentials of public institutions as a guide to determine increases, along with the Higher Education Cost Adjustment (HECA) which was developed by SHEEO to calculate inflation in higher education costs.⁴

WICHE staff analyzes tuition and fees surveys and the HECA to calculate proposed increases. Staff members then share these estimates with the certifying officers of the sending PSEP WICHE states as well as deans of participating programs and invites comments and feedback. If necessary and if state budgets allow, staff members adjust the proposed rates and brings them to the WICHE Commission for review, discussion and approval, every two years. For the most recent memo summarizing the PSEP Support Fees for the next biennium, see [Appendix K](#).



Support fees in each field are the same regardless of the home state of the student, the institution in which the student is enrolled, or class level. The support fee is for the full (regular) academic period; if a student withdraws or delays enrollment, only the fee applicable for the period attended is payable and any excess already collected must be refunded.

13. **Current and future variations in support fees by program structure.** For accelerated programs that condense the student's studies into three academic calendar years rather than four (some of WICHE's programs in pharmacy and dentistry, for example), WICHE adapts the payments guided by the principle that the fees paid for a student may not exceed the total that would be paid for a student in a traditional four-year program.
 - a. Through 2012-13, **physical therapy programs** will continue to receive payments based on the student's months of attendance, differentiating between nine- and 12-month programs. However, from 2013-14 forward, all three-year physical therapy programs will receive a standard rate over three years; this change was approved by the commission in November 2011 to facilitate state budgeting.

⁴ For more information about HECA, see <http://www.sheeo.org/finance/techA.pdf>.

- b. From 2013-14 forward, all **physician assistant programs** will receive a standard 12-month payment in years one and two, and nothing during the third year. This policy only represents a change for a small number of programs that are 9-months in year one, 12-months in year two, and 3-months in year three. At this time, the majority of WICHE's physician assistant programs meet for 12 months in years one and two, and some continue on into a portion of a third year.
 - c. **Support fees in occupational therapy.** Effective Fall 1999, support fees in occupational therapy are payable during the period of professional study to a maximum of (a) two academic years leading to the M(S)-OT, plus (b) two three-month clinical affiliations to be paid during the second year of study. Payment for the second year and clinicals are made in the student's second year (a "one and two-thirds" payment). Programs are required to save the final two-thirds payment until the student begins his/her clinicals after completion of the second didactic year.
14. **Allocation of PSEP income.** Income derived from tuition payments by WICHE students and from support fees may be treated by the institution like other current institutional income for allocation at the institution's discretion. If the support fee exceeds the resident/nonresident tuition differential at a cooperating program at a public institution, the program or institution may keep the additional amount as an incentive to preferentially admit WICHE PSEP applicants.
15. **PSEP is a tuition reduction and student access program.** Payments are made directly to the institution to reduce the student's tuition. Payments are not made to the student. Though often termed a "scholarship," WICHE and its sending states do not consider PSEP support as a scholarship but rather a tuition reduction program that promotes affordable access to studies in the healthcare professions. Some WICHE states require graduates to complete a service payback. If the graduate does not return to the home state to serve, the support fees become a loan which must be reimbursed. Repayment terms (interest rate, repayment period and other details) vary by state. For more detail, [see Appendix L, "WICHE PSEP Service Payback Policies"](#).
16. **Bilateral contracts.** For historic, geographic proximity and other reasons, some states have contracts with specific institutions outside the region (in fields including dentistry and optometry). At the discretion of all parties, these contracts can be administered by the WICHE office under the same rules and timelines used by regular PSEP programs. To maintain a robust Professional Student Exchange Program, WICHE leadership encourages WICHE states to use the existing in-region programs whenever possible and discourages the development of future bilateral contracts outside of the WICHE region. If a state perceives that an insufficient number of positions are available in a particular healthcare profession for its state residents, WICHE encourages the state to explore creative in-region options with WICHE's director of student exchange and the Vice President of WICHE's Programs and Services.

17. **Adding new fields to PSEP.** A state which is prepared to support students in a field requests that WICHE staff conduct a feasibility study with the state's WICHE Commissioners' approval. Then WICHE staff members identify all accredited programs in that field in the WICHE region. WICHE staff survey the WICHE states which do not have an accredited program in the specified field in their public higher education institutions to determine the extent of those states' interest in supporting students in that field under the PSEP. WICHE staff then survey the accredited programs to determine their interest in enrolling students through PSEP.

If the results of the feasibility study indicate that the field is a good prospect for inclusion in PSEP, WICHE staff conducts a tuition and fees analysis for that field and determine the appropriate support fee rate for the field. WICHE staff members submit a report to WICHE's Executive Committee. With their approval, the proposal is placed on the agenda for the next WICHE Commission Meeting. The Programs & Services Committee considers the proposal and adopts a recommendation to the full Commission. The Commission then votes; if the field is approved, they also approve the support fee rate for the new field.

Once the field is approved to offer through PSEP, each accredited program in the region is invited to sign a contract with WICHE as a receiving program. Cooperating programs are listed on PSEP's website. Each potential WICHE sending state is asked annually whether they wish to support students in the new field. Legislative action is usually necessary before a state can support exchange students in a new field. [See Appendix M, Sample PSEP Contract.](#)

NOTE: Professional healthcare fields not offered through PSEP may be offered through WICHE's Western Regional Graduate Program (WRGP). WRGP is a tuition reciprocity program whereby approved programs enroll students from other WICHE states and charge them resident tuition (instead of the nonresident rate). Qualified residents of WICHE states have many options through WRGP in the fields of graduate nursing, public health, speech pathology and audiology, and more. For additional information, visit www.wiche.edu/wrgp.

18. **Loan forgiveness and service payback requirements.** PSEP is an effective means for western states to address their needs for healthcare professionals by sharing resources. WICHE shares state concerns about the return of graduates and recognizes the right of states to impose service requirements on PSEP graduates. However, service requirements raise issues of fairness for WICHE students compared to in-state students and carry significant administrative costs for enforcement. That said, it may be in the state's interest to require service of PSEP graduates in order to stimulate higher return rates. WICHE also encourages its states to consider increasing rural or underserved incentives such as loan repayment programs or tax incentives that will make service in these areas affordable and feasible for healthcare professionals who typically carry a high student debt load.

States can independently track the return of their PSEP graduates, and WICHE invites its sending PSEP states to periodically participate in a coordinated reporting of PSEP graduates using common tracking protocol. The last return survey was conducted in 2007 and is published in the most recent WICHE Statistical Report for Student Exchange Programs.

V. Frequently Asked Questions about PSEP

The following is a summary of frequently asked questions about PSEP, especially from the student's perspective. The FAQ is posted on WICHE's website and we welcome suggestions for additional items.

How does WICHE's PSEP (Professional Student Exchange Program) work? Healthcare workforce needs are at an all-time high, regionally and nationally. State policymakers are looking for the smartest investment of limited tax dollars, and sharing educational resources within the West is a fiscally responsible approach. Given fiscal pressures and other factors, it doesn't always make sense for a state to create its own program in certain healthcare professions.

Years ago, our Western states formed the Western Regional Education Compact and agreed to share higher education resources in the region through WICHE. WICHE states that use PSEP have discovered they get an excellent return on investment when they appropriate funds to educate students at other institutions within the 15-state WICHE region. Those funds are administered through WICHE's PSEP and are sent to the enrolling institutions. The student's home state pays a "support fee" for the student's seat; this fee is set with input from cooperating programs and approved by the WICHE Commission.

If your state is a member of WICHE and does not offer a healthcare education program at an in-state public institution, there's a good chance that your state can help you through WICHE's PSEP. Your state may also provide support through PSEP in a healthcare field that is only offered at a private institution located within the state. Visit our Web site (www.wiche.edu/psep) for full details.

If I am selected to receive WICHE PSEP support, how much will I pay in tuition? To determine your exact tuition charges after your PSEP support, contact your enrolling institution. Keep in mind that the "support fee" funds for each WICHE PSEP student are sent directly to the enrolling institution, not to the student.

For students enrolled through PSEP 2012-13 and prior, if you are enrolled at a public institution, you will pay resident tuition, although there are two exceptions, described below. The institution receives the support fee funds, helping to cover the tuition differential that a nonresident would normally have to pay. (Public schools receive state tax dollars to supplement the cost of their residents' education. Since nonresidents don't supply these tax dollars, your state helps to make up the tuition differential.)

EXCEPTIONS: (1) If you are enrolled in a "self-funded" program at a public institution, where there is no difference between resident and nonresident tuition, then you will pay the balance of the full tuition minus the support fee. (2) If you are a pharmacy student enrolled at a public institution, the enrolling program may charge you the balance of the support fee minus nonresident tuition; this is because the pharmacy support fee is lower and is not currently set to cover tuition differentials at public institutions.

For students enrolling through PSEP 2013-14 and later, if you are enrolled at a public institution and the WICHE PSEP support fee does not cover the program's resident/nonresident tuition differential, then the program may charge you the balance of the full nonresident tuition minus the support fee.

If you are enrolled at a private institution, you will pay the balance of private tuition minus the support fee.

Which professional degrees are covered under WICHE's PSEP? PSEP covers professional degrees in dentistry, allopathic medicine, osteopathic medicine, physician assistant, physical therapy, occupational therapy, optometry, pharmacy, podiatry, and veterinary medicine.

Does my state support students in all the PSEP healthcare professions? No state supports all the PSEP healthcare professions. Check our state office list to determine if your home state supports your healthcare profession. Typically, a state uses PSEP to educate students in a healthcare profession not offered by one of its state (public) institutions. State support and program participation are subject to change by legislative or administrative action on an annual basis.

How do I apply for PSEP support? Apply directly to your home state, and become "certified." This means you're deemed a bona fide resident of your home state, eligible to compete for WICHE support (which is provided by your home state tax dollars). State residency requirements vary across the West. Visit our website for your state office's contact information.

What is the PSEP application deadline? You must send your PSEP certification application to your state office by October 15 of the year preceding enrollment. Most states will not accept late applications; consult with your state for details.

Which professional schools enroll students through PSEP? For a current list of cooperating WICHE programs in your field, visit www.wiche.edu/psep. Apply to the participating schools of your choice. When applying for admission, indicate that you have applied for WICHE certification. You are subject to the application deadlines and academic requirements established by each school. Many programs give preferential consideration to WICHE applicants.

Can I apply for PSEP support if I am already enrolled in a professional healthcare program? A few states accept applications from students who are already enrolled in a professional program. However, new students always receive first priority. Each state has its own regulations, so check with your home state directly for details.

If I am "certified" by my state and accepted by a cooperating program, do I automatically receive financial assistance? No. Each state determines how many new students it can assist each year. If there are more applicants with offers of admission than state funds available to support the students, your state will ask WICHE to conduct a ranking of applicants to determine who is most qualified.

How does a state determine which of the accepted applicants receives assistance? Most states choose the “most qualified among the applicants with offers.” WICHE asks cooperating schools to confidentially rank all accepted students from a given state; that information is compiled by a WICHE headquarters’ staff member in the form of a weighted ranking. The highest ranked applicants are the first to be offered WICHE support. The process is different for applicants seeking enrollment in veterinary medicine. For complete details, read “How WICHE Determines Which PSEP Applicants Will Receive Support”.

How does the veterinary medicine selection process differ from the other healthcare fields? For all fields except veterinary medicine, WICHE-certified applicants receive their admissions offers before they know whether or not they will be supported through PSEP. In veterinary medicine, however, the opposite is true. Our participating schools adopted a “cooperative admissions procedure,” which identifies the number of certified applicants to receive WICHE support, based on anticipated legislative appropriations. Then the top-ranked candidates receive WICHE-sponsored offers of admission from the cooperating colleges of veterinary medicine. For complete details, read “How WICHE Determines Which PSEP Applicants Will Receive Support”.

How much will I receive in WICHE PSEP support and when will it be disbursed? PSEP support fees vary by professional program. Support fee amounts are posted on the PSEP website (www.wiche.edu/psep). Support fees are sent directly to the program that enrolls PSEP students, not to the student. One check is mailed on January 15th and it cover the student’s full academic year.

Am I required to repay the state for my support? Many of our states have a contractual “service payback” obligation, whereby you must return to your home state after graduation and practice your profession for a designated number of years. If you do not return, you must reimburse the support and pay interest penalties, as required by your state. Contact your home state certifying office for details.

Am I eligible to receive WICHE PSEP support if I have another scholarship? It depends. If you have a scholarship that covers the full amount of your tuition (a military or National Health Service Corps scholarship, for example), then you are not eligible to receive WICHE PSEP support. If your scholarship covers any balance of tuition that you owe after your WICHE support, or educational expenses, then you can keep your WICHE support in combination with other awards. If you are unsure, contact your home state certifying office or WICHE’s central office to discuss your situation.

The Western Regional Education Compact

Entered into by and between the States and Territories signatory hereto, to provide acceptable and efficient educational facilities to meet the needs of the Western Region of the United States of America.

I WHEREAS, the future of this Nation and of the Western States is dependent upon the quality of the education of its youth; and

WHEREAS, many of the Western States individually do not have sufficient numbers of potential students to warrant the establishment and maintenance within their borders of adequate facilities in all of the essential fields of technical professional, and graduate training, nor do all the states have the financial ability to furnish within their borders institutions capable of providing acceptable standards of training in all of the fields mentioned above; and

WHEREAS, it is believed that the Western States, or groups of such states within the Region, cooperatively can provide acceptable and efficient educational facilities to meet the needs of the Region and of the students thereof;

Now, therefore, the States of Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming, and the Territories of Alaska and Hawaii do hereby Covenant and agree as follows:

II Each of the compacting states and territories pledges to each of the other compacting states and territories faithful cooperation in carrying out all the purposes of this Compact.

III The compacting states and territories hereby create the Western Interstate Commission for Higher Education, hereinafter

called the Commission. Said Commission shall be a body corporate of each compacting state and territory and an agency thereof. The Commission shall have all the powers and duties set forth herein, including the power to sue and be sued, and such additional powers as may be conferred upon it by subsequent action of the respective legislatures of the compacting states and territories.

IV The Commission shall consist of three resident members from each compacting state or territory. At all times one Commissioner from each compacting state or territory shall be an educator engaged in the field of higher education in the state or territory from which he is appointed.

The Commissioners from each state and territory shall be appointed by the Governor thereof as provided by law in such state or territory from which he shall have been appointed.

The terms of each Commissioner shall be four years: Provided, however, that the first three Commissioners shall be appointed as follows; one for two years, one for three years, and one for four years. Each Commissioner shall hold office until his successor shall be appointed and qualified. If any office becomes vacant for any reason, the Governor shall appoint a Commissioner to fill the office for the remainder of the unexpired term.

V Any business transacted at any meeting of the Commission must be by affirmative vote of a majority of the whole number of compacting states and territories.

One or more Commissioners from a majority of the compacting states and territories shall constitute a quorum for the transaction of business.

Each compacting state and territory represented at any meeting of the Commission is entitled to one vote.

VI The Commission shall elect from its number a chairman and a vice chairman and may appoint, and at its pleasure dismiss or remove, such officers, agents, and employees as may be required to carry out the purpose of this Compact; and shall fix and determine their duties, qualifications and compensation, having due regard for the importance of the responsibilities involved.

The Commissioners shall serve without compensation, but shall be reimbursed for their actual and necessary expenses from the funds of the Commission.

VII The Commission shall adopt a seal and by-laws and shall adopt and promulgate rules and regulations for its management and control.

The Commission may elect such committees as it deems necessary for the carrying out of its functions.

The Commission shall establish and maintain an office within one of the compacting states for the transaction of its business and may meet at any time, but in any event must meet at least once a year. The Chairman may call such additional meetings and upon the request of a majority of the Commissioners of three or more compacting states or territories shall call additional meetings.

The Commission shall submit a budget to the Governor of each compacting state and territory at such time and for such period as may be required.

The Commission shall, after negotiations with interested institutions, determine the cost of providing the facilities for graduate and professional education for use in its contractual agreements throughout the Region.

On or before the fifteenth day of January of each year, the Commission shall submit to the Governors and Legislatures of the

compacting states and territories a report of its activities for the preceding calendar year.

The Commission shall keep accurate books of account, showing in full its receipts and disbursements, and said books of account shall be open at any reasonable time for inspection by the Governor of any compacting state or territory or his designated representative. The Commission shall not be subject to audit and accounting procedure of any of the compacting states or territories. The Commission shall provide for an independent annual audit.

VIII It shall be the duty of the Commission to enter into such contractual agreements with any institutions in the Region offering graduate or professional education and with any of the compacting states or territories as may be required in the judgment of the Commission to provide adequate services and facilities of graduate and professional education for the citizens of the respective compacting states or territories. The Commission shall first endeavor to provide adequate services and facilities in the fields of dentistry, medicine, public health, and veterinary medicine, and may undertake similar activities in other professional and graduate fields.

For this purpose the Commission may enter into contractual agreements –

(a) with the governing authority of any educational institution in the Region, or with any compacting state or territory, to provide such graduate or professional educational services upon terms and conditions to be agreed upon between contracting parties, and

(b) with the governing authority of any educational institution in the Region or with any compacting state or territory to assist in the placement of graduate or professional students in educational institutions in the Region providing the desired services and facilities, upon such terms and conditions as the Commission may prescribe.

It shall be the duty of the Commission to undertake studies of needs for professional and graduate facilities in the Region, the resources for meeting such needs, and the long-range effects of the Compact on higher education; and from time to time to prepare comprehensive

reports on such research for presentation to the Western Governor's Conference and to the

legislatures of the compacting states and territories. In conducting such studies, the Commission may confer with any national or regional planning body which may be established. The Commission shall draft and recommend to the Governors of the various compacting states and territories, uniform legislation dealing with problems of higher education in the Region.

For the purposes of this Compact the word "Region" shall be construed to mean the geographical limits of the several compacting states and territories.

IX The operating costs of the Commission shall be apportioned equally among the compacting states and territories.

X This Compact shall become operative and binding immediately as to those states and territories adopting it whenever five or more of the states or territories of Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, Alaska and Hawaii have duly adopted it prior to July 1, 1953. This Compact shall become effective as to any additional states or territories adopting thereafter at the time of such adoption.

XI This Compact may be terminated at any time by consent of a majority of the compacting states and territories. Consent shall be manifested by passage and signature in the usual manner of legislation expressing such consent by the legislature and Governor of such terminating state. Any state or territory may at

any time withdraw from this Compact by means of appropriate legislation to that end. Such withdrawal shall not become effective until two years after written notice thereof by the Governor of the withdrawing state or territory accompanied by a certified copy of requisite legislative action is received by the Commission. Such withdrawal shall not relieve the withdrawing state or territory from its obligations hereunder accruing prior to the effective date of withdrawal. The withdrawing state or territory may rescind its action of withdrawal at any time within the two year period. Thereafter, the withdrawing state or territory may be reinstated by application to and the approval by a majority vote of the Commission.

XII If any compacting state or territory shall at any time default in the performance of any of its obligations assumed or imposed in accordance with the provisions of this Compact, all rights, privileges and benefits conferred by this Compact or agreements hereunder shall be suspended from the effective date of such default as fixed by the Commission.

Unless such default shall be remedied within a period of two years following the effective date of such default, this Compact may be terminated with respect to such defaulting state or territory by affirmative vote of three-fourths of the other member states or territories.

Any such defaulting state may be reinstated by: (a) performing all acts and obligations upon which it has heretofore defaulted, and (b) application to and the approval by a majority vote of the Commission.

This compact is now in full force and effect, having been approved by the Governors and Legislatures of more than five of the eligible states and having been approved by the Congress of the United States, as required by Article I, Section 10, of the Constitution, and signed into law by the President of the United States in August, 1953.

MEMBER STATES

State of Alaska
By B. Frank Heintzleman, Governor
May 19, 1955

State of Arizona
By Howard Pyle, Governor
January 6, 1953

State of California
By Goodwin J. Knight, Governor
December 15, 1955

State of Colorado
By Dan Thornton, Governor
April 20, 1953

State of Hawaii
By William Quinn, Governor
June 23, 1959

State of Idaho
By Len Jordan, Governor
May 13, 1953

State of Montana
By John W. Bonner, Governor
December 24, 1952

State of Nevada
By Grant Sawyer, Governor
June 2, 1959

State of New Mexico
By Edwin L. Mechem, Governor
December 29, 1952

State of Oregon
By Paul L. Patterson, Governor
January 31, 1953

State of Utah
By J. Bracken Lee, Governor
January 14, 1953

State of Washington
By Arthur B. Langlie, Governor
June 9, 1955

State of Wyoming
By C.J. "Doc" Rogers, Governor
April 28, 1953

How WICHE Determines Which Professional Student Exchange Program (PSEP) Applicants Will Receive Support

This document was developed to clarify how WICHE determines which applicants can be supported through its Professional Student Exchange Program (PSEP).

Overview: PSEP provides students in 12 Western states with access to professional healthcare programs that otherwise might not be available to them because the fields of study are not offered at public institutions in their home states. PSEP students pay reduced levels of tuition – usually resident tuition in public institutions or reduced tuition at private schools. The home state pays a support fee to the admitting schools to help cover the cost of the student’s education. Check with your state for specific information about student financial obligations associated with PSEP participation.

The following professional degree studies are supported through PSEP: Dentistry (DDS or DMD); allopathic medicine (MD); occupational therapy (MOT); optometry (OD); osteopathic medicine (DO); pharmacy (PharmD); physical therapy (DPT); physician assistant (degrees vary); podiatry (DPM); and veterinary medicine (DVM).

Each participating state determines the fields and the number of students it will support: Typically, a state will support in a field of study if it is not offered by one or more of its public institutions. In addition, a state may offer support in a field only offered at a private institution located in the state.

Eligibility for support: To be considered for WICHE support, the individual applying to a professional healthcare school must become “certified” by his/her home state. *Certified* means that the applicant is a *bona fide resident* of his/her home state. A prospective student applies to his/her state certifying office to determine whether or not they meet the state’s residency requirements; state residency requirements across the West vary. CERTIFICATION in itself does not guarantee support or even an admission offer. A certified applicant is *eligible to be considered* for support because he or she meets the state’s residency requirements.

Deadline for certification: Applicants must apply for PSEP certification by October 15th of the year prior to enrollment. A few states accept late applications, but most do not. Where late applications are accepted, late certified applicants are considered for funding only AFTER all the other regular certified applicants are funded. Lists of WICHE certified applicants are emailed to cooperating schools from November through March of each academic year.

Why are rankings necessary? Given state fiscal pressures, the number of certified applicants with offers of admission typically exceeds the support available. To determine the most highly qualified applicants, the central WICHE office compiles rankings of all certified entering applicants (by field and by state) who hold one or more offers at the time of the ranking. Applicants are responsible for notifying their state certifying officer of all WICHE offers.

How are applicants ranked? Our cooperating schools rank all individuals who have applied to their school, using their regular admissions criteria. To be ranked, an applicant must hold one or more offers at the time of the ranking. Applicants in the same field are ranked among their home state peers. For example, all Arizona dental school applicants will be ranked only against other certified Arizona dental school applicants with offers. If the list from one state contains 15 names, and all of the applicants applied to a school, the student "most qualified" will be ranked #1, the "next most qualified" will be ranked #2, etc. to the "least qualified," which would be ranked #15. No two applicants receive the same number ranking.

WICHE's central office then compiles all cooperating schools' rankings into one weighted ranking for all applicants (by state and by field). The top-ranked individuals are the first to be offered funding. The number of seats funded in each field is previously determined by each state's legislative appropriations.

Can an applicant find out his/her cumulative rank, or how a particular school ranked him/her? No. Rankings are confidential and *are not released to anyone*: applicants, parents, nor to other schools that may be competing for an applicant's enrollment. State certifying offices do not receive rankings and our schools are not permitted to release their ranking of a WICHE applicant. Rankings are kept confidential to protect the privacy of the applicants and our schools. Furthermore, lists of WICHE-funded students are always released to the state and to the schools in alphabetical order, never by rank.

Are rankings always necessary? If a state has sufficient funds to support all applicants with WICHE offers in a particular field, then no rankings are necessary.

Why does WICHE use rankings? WICHE states have been supporting students through PSEP for almost 60 years. Both the central and state offices experimented with several different selection methods over the years, but they were all deemed problematic. While no selection process is perfect, WICHE's ranking process is the most equitable system that we've found over time. Furthermore, WICHE recognizes the sovereignty of its cooperating schools in the admissions process. State selection committees are not an option to determine admission; only our schools can determine which applicants are most qualified to succeed in their program. The WICHE process also values student choice; i.e., if an applicant receives an offer from more than one WICHE school, the applicant may choose which school he/she wishes to attend.

How does the veterinary medicine selection process differ from the other PSEP fields? For all fields except veterinary medicine, WICHE certified applicants receive their school admissions offers *before* they know whether or not they will be supported through PSEP. In veterinary medicine however, the opposite is true. Our participating schools (Colorado State University, Oregon State University, and Washington State University) adopted a "cooperative admissions procedure." The cooperative admissions process first identifies certified applicants to receive WICHE support based on anticipated legislative appropriations, *and then these candidates receive WICHE-sponsored offers of admission* from the cooperating institutions.

The chart that follows outlines WICHE's PSEP selection process in detail. For further clarification, contact WICHE's student exchange director at 303.541.0214. For more general information about WICHE's PSEP, visit www.wiche.edu/psep/.

WICHE’s PSEP Funding and Selection Process

For All PSEP Fields

- Applicant applies to home state office for certification (residency verification) prior to October 15th.
- Applicant applies to all WICHE schools where he/she would like to enroll.
- WICHE sends lists of certified PSEP applicants to all cooperating schools beginning in November.

For Veterinary Medicine

- Once the admissions committees from the cooperating schools (CSU, OSU and WSU) have convened and evaluated all WICHE certified applicants, schools rank applicants from each state using their regular admissions criteria. This typically happens in December.
- WICHE’s central office then compiles the scores to create a cumulative, weighted ranking for each state, with the #1 student being the "most qualified" of all certified students from that state.
- Prior to offers being made, WICHE releases to the schools an alphabetical list of certified applicants who will be funded if accepted to a WICHE program. For example, if Montana expects to support five students, five names from Montana (in alphabetical order) are released to the schools. WICHE also releases a limited number of "alternate" names (in alphabetical order); these are certified applicants who are not WICHE funded, but are the next in line to receive funding, *if it becomes available*. If at a later time alternates are needed to fill vacant WICHE spots, name(s) are released in rank order, as needed.
- Veterinary schools then begin making WICHE-sponsored offers to as many applicants as they choose (among those designated to receive support). The first round of WICHE-sponsored applicants must respond to all offers by April 15th.
- After WICHE-sponsored offers have been made, schools may make "at large" (non-sponsored) offers to applicants who are NOT expected to receive WICHE funding. Non-sponsored students pay nonresident tuition.
- After April 15th, vacancies created by applicants who decline all WICHE-funded offers or elect to attend a school out-of-region will be filled. WICHE’s central office will release the "next ranked" applicant for that state. Applicants have two weeks to respond to the offer(s).
- If an applicant accepts a non-sponsored offer at a WICHE school and then later is awarded WICHE support to fill a vacancy, the applicant has the prerogative to consider all new WICHE-sponsored offers from any of the cooperating schools.

NOTE: Though most WICHE-funded applicants receive one or more offers, offers are not guaranteed. A school’s entering class may already be filled, or the school may deem that an applicant is not qualified for admission.

G:\SEP\PSEP\PSEPManual\HowWICHEselectsPSEPstudents.v2.docx

For All Other Healthcare Fields

- Applicants must notify their state office of all WICHE offers; WICHE schools also notify WICHE’s central office of offers.
- WICHE monitors the number of applicants with offers in each state in conjunction with its state offices.
- When legislative support is secured and there is a sufficient number of applicants with offers, WICHE determines who will receive funding.
- If no rankings are necessary, applicants with admissions offers are supported.
- If state resources do not allow the state to fund all applicants with offers, WICHE conducts rankings. This usually occurs from March through June.
- Top-qualified applicants (as determined by the institutional rankings) are offered WICHE funding first. If an applicant declines WICHE support, then the next best qualified applicant is offered support, until the vacancies are filled.

More About WICHE’s Veterinary Medicine Cooperative Admissions

- Schools cannot extend early WICHE offers in November or December to applicants who meet special GPA and GRE criteria.
 - No "targets" or "quotas" of WICHE-funded offers per school exist. Students are free to accept the school of their choice, subject to school interest.
 - Students are not permitted to defer enrollment should they decide to delay admission.

{DATE}

MEMORANDUM

TO: Cooperating Schools of {PROFESSIONAL FIELD}
WICHE Professional Student Exchange Program

FROM: Director, WICHE Student Exchange Programs

SUBJECT: REQUEST FOR RANKINGS FOR ENTERING CLASS of 2012
FOR {STATE} STUDENTS IN THE FIELD OF {PROFESSIONAL FIELD}

DEADLINE: {Month, date, year.} *Your early response is much appreciated!*

All cooperating programs have notified our office of any offers of admission made to certified WICHE applicants for the 2012 entering classes. The term "certified" indicates that the student is eligible to receive funding from her/his state, but funding is not guaranteed. We have compiled the information and transmitted it to our state certifying offices. According to information received from your cooperating programs, a total of **{FIVE (5)}** certified applicants from the state have received offers of admission from one or more cooperating program(s).

Because the number of certified and admitted students exceeds the anticipated support available to fund all the certified students in this program, we must collectively rank all **certified** entering students who currently hold offers, in order to determine the "overall most qualified". The top ranked students will be offered support first from their state.

We need your assistance to help us determine the most qualified students among their state's peers. Please complete the enclosed Ranking Request. Each student will be collectively ranked by the number of schools in which she/he placed an application. Support will be offered to the top **{FOUR}** students. Funded students may enroll at any cooperating program in which she/he has received or will receive an offer.

INSTRUCTIONS: Attached is an alphabetical listing of certified students who have received offers to date based on information received from your offices. Please read all of these instructions before assigning your rankings.

1. Determine whether or not each of the listed applicants applied to your program for admission. If a student did not apply, simply put "did not apply" in the space provided. You are now done with that group of individuals.
2. For those students who *did* make application, please give us a **number ranking for each student based solely on how his/her application placed among your pool of applicants from that state, this year.** Applicant #1 would be the top ranked among

the listings, #2 would be the next top ranked, etc. Please use your regular total criteria, eliminating "financial ability" and "religious affiliation" should either generally be considered.

Because they are from the same state, no two applicants on the attached list can have the same number ranking. If for example only four of the five students listed applied to your institution, you will only have numbers ranging from 1 through 4.

3. We appreciate your adherence to the highest ethics and sense of fairness to all students in the ranking process. **Students who have accepted your offer should not be favored over those who have declined your offer of admission.** We take these rankings very seriously and appreciate your thoughtful consideration of each student who was given an offer by your school at one time or another, regardless of their final decision to accept or decline.
4. For each student you ranked, please indicate the status of the application (*accepted, declined, denied, incomplete, etc.*) next to that student's number ranking.
5. If you discover a name missing on this list of a *WICHE certified* student to whom you made an offer, please notify our office immediately. Notification to our WICHE office of offers via your "admissions reports" well in advance of the ranking process should make this a rare occurrence.
6. Please return the completed form to me as soon as possible, but no later than the date indicated on the first page of this memo. We must receive all the forms from all our cooperating schools before we begin the consolidated ranking.

As soon as we have received all the forms, our office will consolidate the individual school rankings assigned to each student, and then calculate an overall ranking for the group of that state's students in the indicated program. After notifying the state Certifying Office of the results, we will notify your offices immediately of the students to be supported in that field. Each state Certifying Office notifies its certified applicants as to who will be funded.

Rankings received by this office from our cooperating schools are considered confidential and are not released to anyone, neither students and their parents, nor their state certifying officers, nor any other party. We ask your assistance by doing the same.

If you have any questions or problems, please contact me directly at 303/541-0214. Thank you for your assistance and consideration of WICHE students.

Enclosures

cc: State Certifying Office

EXAMPLE

Ranking Request for the 2012 Entering Class

State of: "X"

Professional Field: "Y"

Students expected to be supported: Four (4)

CERTIFIED students accepted to date: Five (5)

DEADLINE: Please return by [DATE]

<u>RANKING</u>	<u>NAME</u>
<u>3 (alternate #7)</u>	BAKER, John Morgan
<u>1 (accepted)</u>	JOHNSON, Samuel Joseph
<u>did not apply</u>	PETERSON, Kathy Marie
<u>2 (accepted)</u>	SMITH, Alexis Beth
<u>4 (denied)</u>	WILSON, Anthony Robert

Please complete as requested in the attached and return to:

Director, WICHE Student Exchange Programs
 3035 Center Green Drive
 Boulder, CO 80301
Fax: 303/541-0226

Completed by: Susan Harris.Email address: sharris@ugreatwest.eduPhone number: 888-777-1111
(name)From: University of the Great West
(institution)Date Completed: 4/1/12.

Professional Student Exchange Program: Structure by State

Revised Apr 26 2012

STATE	WHERE CERTIFYING OFFICER HOUSED	HOW FUNDED	SERVICE REQUIREMENT?	FAILURE TO SERVE PAYBACK TERMS	FINANCIAL NEED CONSIDERED	STUDENT SURCHARGE?	RESIDENCY REQUIREMENT FOR PARTICIPATION	# OF FIELDS STATE IS SUPPORTING
AK	AK Commission on Postsecondary Ed.	Line item in Board budget	No	Full amount with interest	No	No	1 year prior to application	7
AZ	AZ Board of Regents	2 line items in Board budget for dues and fees	Year for year of support; 1/2 year for each year if in underserved area	50% of the funds expended plus interest	No	No	5 years prior to enrollment; US citizenship	6
CO	CO Dept. of Higher Ed.	Line item in Commission budget	Year for year of support	Full amount with interest	No	No	1 year prior to application	1
HI	HI University System Office	Line item in Univ. budget	Pending legislative approval. Year for year of support.	Full amount with interest (pending leg.)	No	No	5 years prior to application; parents or self	6
ID	ID Board of Education	Board budget	No	N/A	No	No	1 year prior to application	1 (Funding for new students currently on hold.)
MT	MT University System Office	System budget	No	N/A	No	Med & Osteo: % of support fee	2 years prior to application	7
NV	NV System of Higher Education Office	State general fund + student surcharge	Year for year of support; 1 year reduction for service in an underserved area, or as a state employee	Full amount with interest	No	25% of support fee + interest. Pas 10% of support fee + interest	1 year min. prior to application; US citizenship	4
NM	NM Higher Ed. Dept.	Line item	Effective Fall 97 entering: year for year of support (3 yr. max. return)	New: up to 3 times the principal plus 18% interest	No	No	3 years prior to application, or must have graduated from a NM high school & 1 yr residency	2
ND	ND University System Office	System budget	No	N/A	No	No	1 year prior to application	3
UT	UT Board of Regents	Line item	No; moral obligation to return	N/A	No	No	5 years prior to application	2
WA	WA Higher Ed. Coordinating Bd.	Line item in agency budget	Greater of either 3 years, or 1 year for each year of support	Full amount plus interest	Yes; 1st year of support only	No	1 year prior to application	2 (Funding for new students currently on hold.)
WY	U. of Wyoming	Line item to agency	Yes, for all students except veterinary medicine matriculating in 2013 and after.	Full amount plus interest	No	No	1 year prior to enrollment	9

NOTE: States determine the fields supported and the number of seats supported in each field.

CONSENT To Transfer Student Records through the Student Exchange Program

Western Interstate Commission for Higher Education
3035 Center Green Drive, Boulder, Colorado 80301 Tel: (303) 541-0214

PURPOSE FOR REQUESTING STUDENT SIGNATURE ON CONSENT AND WAIVER FORM: Public Law 93-380, the Federal Family Educational Rights and Privacy Act of 1974, requires all who hold custody of student records to insure protection of personally identifiable information. Administration of WICHE Student Exchange Program requires the exchange of educational information about student applicants in order to provide for consideration of enrollment and transfer of funds by the state in the case of admission by the school. In order to facilitate exchange of necessary documents, the student applicant is asked to sign a "Consent and Waiver" statement.

Student willingness to sign a consent statement is not a requirement for participation in the program.

DESCRIPTION OF USE OF PERSONAL RECORDS: The program collects and uses information concerning student eligibility for the program; admission; enrollment; academic progress; graduation and/or termination from the professional program; and payment of fees by the state through WICHE to the receiving school.

This information is exchanged between and among the certifying office of the student's home state; the staff of the Student Exchange Program, Western Interstate Commission for Higher Education; and the professional school(s) to which the student makes application and is admitted. The WICHE Commissioners of the sponsoring state may also review applications to consider eligibility of student(s).

Periodic accounting for the Student Exchange Program in the state and in the region may result in publication of reports which may contain the student's name, home address, year of enrollment, enrolling institution, and money spent by the state to support the student's effort to reach an educational objective.

NOTIFICATION CONCERNING STUDENT ACCESS TO PERSONAL RECORDS: Any student participant or applicant for participation in the Student Exchange Program has access to his/her personal records maintained as a part of the exchange activity. He/she may inspect and/or receive copies at a cost not to exceed the actual cost of reproduction.

CONSENT AND WAIVER

- I understand that it is necessary to process student records in order to carry out the purpose of the Student Exchange Program, providing access to educational opportunities for residents of the western states.
- I understand that the record-keeping process requires preparation, transmission, receipt, filing, and reporting of information appropriate to the effectiveness and continuity of the program.
- I hereby consent to the transfer of personally identifiable educational records between and among the participants in the Student Exchange Program of the Western Interstate Commission for Higher Education to include the following:

Information concerning student eligibility, acceptance, and educational attainment

Information concerning fees paid by the sending state through WICHE to the receiving school

Lists of applicants certified as eligible for support

Admissions reports, withdrawal reports, and annual reports for WICHE Exchange Students

Support Agreement forms and invoices

Special letters of inquiry and response as required to address questions and concerns identified by program participants

- I understand that the information referred to herein will be available only to Student Exchange Program staff members, designated institutional officials, and sending state officials as required to carry out their official duties.
- I further consent to the transfer of all or a portion of the above educational records to admissions officers and certifying officers as required to accommodate the needs of the Student Exchange Program provided that the officers receiving the information will not permit any other party to have access to such information without the express written consent of the undersigned.

- I hereby wave my right to receive specific notification of the transfer of such records. I understand that personally identifiable educational records will be used only to the extent necessary to carry out the purposes of the Student Exchange Program including reasonable research studies necessary to evaluate and improve the program. Any general research report of information that might prove harmful or embarrassing will be included only when anonymity is preserved. Use of the information will be permitted only when, in the judgment of the Student Exchange Program director or other designated staff member, the request for information is wholly consistent with my best interests and the purposes of the Student Exchange Program.

- I understand that a log will be maintained to identify access to my records which is permitted pursuant to law, and this information will be available to me upon appropriate request. A locked file will be maintained for the regular storage and protection of personal educational records.

Name _____
(Please print)

Signature _____

Permanent Address _____
(Street)

(City) (State) (Zip)

Date _____

**WICHE VETERINARY MEDICINE APPLICANTS
STATEMENT OF INTENT**

TO: Applicants – WICHE Support in Veterinary Medicine
FROM: State Certifying Officer
RE: Statement of Intent

Certification for eligibility of WICHE support at all cooperating veterinary medical programs is based on the understanding that you are committed to remain in the degree program from the time of your first enrollment until completion of the course of study. Therefore, we have been requested to secure the following signed statement from each certified veterinary medicine applicant:

As a certified WICHE applicant, I am aware that if the State of _____ undertakes payment of support fees to defray the cost of my veterinary medical education, I am, if admitted under the WICHE program, committed to pursue my studies in veterinary medicine as a supported WICHE exchange student without voluntary interruption until I have qualified for my degree.

Name (Please Print)

Permanent Address

City, State, Zip

Signature

Date

**WICHE VETERINARY MEDICINE APPLICANTS
STATEMENT OF UNDERSTANDING**

I, _____, understand that offers for support will be made to certified WICHE applicants based on the availability of funding from each state. Offers will be made according to a collective ranking of students by the veterinary medicine schools participating in WICHE. Applicants are strongly encouraged to apply to all cooperating institutions to be considered for admission to any of them. If I choose to apply to fewer than all programs, I risk receiving less than full consideration for available funding.

(signature)

(permanent address)

(city, state, zip)

(date)

Note: You are encouraged to keep a copy of this statement for your records.

WICHE Policy on Multiple Sources of Tuition Support for Students Enrolled in the Professional Student Exchange Program (PSEP)

Updated August 2012

The Professional Student Exchange Program (PSEP) was created to give students affordable access to professional healthcare education. The student's home state pays a "support fee" to the admitting school to reduce the student's tuition costs. The support fee is paid directly to the program/enrolling institution, not the student. WICHE PSEP support is intended to be applied to tuition and not for other expenses.

WICHE PSEP students enrolled in a "Group A" field¹ pay resident or reduced tuition at public institutions² and reduced tuition³ at private institutions. A student enrolled in a "Group B" field⁴ (pharmacy) through PSEP typically pays the balance of the student's nonresident or full private tuition minus the support fee.

PSEP students may obtain other financial aid or scholarships to cover their study related expenses or unmet tuition costs. Federal, state or private loans or scholarships that can be used for a variety of educational expenses [including tuition (any remaining portion not covered by PSEP), fees, books, equipment, living expenses and the like] are not a concern in regard to WICHE support, as long as there is no duplication of support for payment of the student's tuition charges.

If a student receives federal, state, or private support that pays full nonresident tuition or full private tuition, the student is no longer eligible to continue receiving WICHE support.

Please notify our office immediately of any student(s) who are receiving full tuition support. Examples of these scholarships include but are not limited to the National Health Service Corps, military scholarships, Indian Health Service (IHS) Scholarships, and state scholarships for primary care medical students. WICHE encourages students taking these types of scholarships to negotiate full nonresident tuition if they are going to an out-of-state institution or full private tuition. This will allow our states to use WICHE support for another deserving student in need.

If you have any questions regarding this policy or its implications for any of your WICHE PSEP students, please contact the Director of Student Exchange at mcolalancia@wiche.edu or call 303.541.0214.

¹ Group A fields include: dentistry, allopathic medicine, occupational therapy, optometry, osteopathic medicine, physical therapy, physician assistant, podiatry and veterinary medicine.

² For students enrolling through PSEP in AY 2013 and forward, public institutions whose resident/nonresident tuition differentials are not met by the support fee will be allowed to credit the support fee against full nonresident tuition and have the student pay the balance. In this case, the student will pay reduced tuition instead of the resident rate. However, students enrolled at a public institution by AY2012 or prior to will continue to pay resident tuition through graduation.

³ Reduced tuition at a private institution is full private tuition minus the support fee.

⁴ Group B fields include pharmacy; all others were inactivated in 2008.

CHANGE OF STATUS

Please submit this form within 10 days of the WICHE PSEP student's change in status to the:

PROFESSIONAL STUDENT EXCHANGE PROGRAM/WICHE

3035 Center Green Drive, Boulder, Colorado 80301

TEL: (303) 541-0214 FAX: (303) 541-0226 (Or email it to: mcolalancia@wiche.edu)

STUDENT'S NAME: _____

Student's home state: _____ EFFECTIVE DATE OF CHANGE: _____

Enrolled at (institution): _____

In the professional field (school) of: _____

TYPE OF CHANGE OF STATUS:

_____ Withdrawal

_____ Dismissal

_____ Approved Leave of absence

_____ Unapproved Leave of absence

_____ "No Show"

_____ Change of residency declared

_____ Dropped below full-time status

_____ Other – explain: _____

The student was enrolled for # _____ terms of a total of # _____ terms for the academic year.

What percentage of tuition did the student pay for the academic year? *Provide detail.*

Is this student expected to return? _____ If "YES", when? _____

Will the student have to repeat any classes/terms? _____ If so, explain:

Name and title of reporting school official: _____

Email: _____ Telephone: _____

Today's date: _____ Signature: _____

Notification to Cooperating PSEP Programs AY 2013 Changes in the Way WICHE Support Fees Can Be Applied For Public Institutions

July 2012

Dear Valued Colleagues of our Partnering PSEP Healthcare Education Programs:

WICHE's Professional Student Exchange Program's (PSEP's) support fees have not been meeting the resident/nonresident tuition differentials of some of our key cooperating programs in public institutions for several years now. The problem is worsening with reduced state budgets in several states and the significant tuition increases that many institutions have implemented over the last few years.

We are writing to let you know that effective AY 2013, programs at participating public institutions that are left with an unmet resident/nonresident tuition differential will have a new option for new PSEP students enrolling in fall 2013 and beyond. Prior to this change in policy, all public programs were required to charge a PSEP student resident tuition, even if the support fee did not adequately cover the resident/nonresident tuition differential.

From AY 2013 forward, public institutions whose differentials are not met will be allowed to credit the support fee against full nonresident tuition and have the new student pay the balance. Alternatively, institutions currently benefiting from an incentive (in cases where the support fee and resident tuition exceeds a program's nonresident tuition) to enroll a WICHE student are still allowed to keep their incentive. Our hope is that this new policy will help programs that have been losing tuition revenues for WICHE students' sake. WICHE also wants to encourage programs where we are meeting differentials to continue preferentially admitting PSEP students over other nonresidents.

It's important to note that we are asking our partnering programs to grandfather in continuing students enrolled in programs prior to fall 2013 through graduation, so that they will continue to pay resident tuition, as before, to remain consistent with contracts that the continuing student signed with his or her home state, just prior to enrollment.

Please consider the following three scenarios of how this new policy might affect your program. We are also aware that the various cooperating PSEP programs at your institution may be affected differently.

Scenario 1: Recouping Unmet Differential

Joe Smith is a dentistry student at Best Western University (BWU) enrolled through PSEP. Consider the following:

BWU nonresident tuition	\$63,000
<u>BWU resident tuition</u>	<u>\$33,000</u>
Resident/nonresident differential	\$30,000
<u>WICHE's support fee for dentistry</u>	<u>\$28,000</u>

Uncovered difference \$2,000

Currently, BWU must charge Joe the resident tuition of \$33,000 and absorb the unmet differential of the remaining \$2,000. From AY 2013 forward, BWU will be able to bill Joe for resident tuition (\$33,000) and the unmet differential (\$2,000) and collect a total of \$35,000. Put more simply, the program can charge Joe nonresident tuition minus the support fee, and Joe will pay the balance:

BWU nonresident tuition	\$63,000
<u>WICHE's support fee for dentistry</u>	<u>- \$28,000</u>
WICHE Student balance for tuition	\$35,000

Please note that the program is not obligated to charge the full differential to the student, but it does have that option. WICHE deeply regrets that some students will end up paying more. However, the alternative is to raise the support fees to keep up with the increasing and widening differentials, and our participating states, unfortunately, cannot afford this. If support fees are required to keep pace with the growing differentials, the consequence would be that many fewer students would receive PSEP support.

WICHE states are notifying WICHE certified applicants in advance about the change through their state offices, but we also encourage you to let them know this too. Some WICHE state offices also require recipients of WICHE PSEP support to sign a statement of understanding that notes they are aware of the upcoming changes, and that if they enroll in a public program, they may need to pay more than resident tuition if the support fee does not cover the enrolling institution's resident/nonresident tuition differential.

Scenario 2: Maintaining Program Incentive (No Change)

Jane Doe is an allopathic medical student at Most Studious University (MSU) enrolled through PSEP. Consider the following:

MSU nonresident tuition	\$60,000
<u>MSU resident/WICHE student tuition</u>	<u>\$30,000</u>
Resident/nonresident differential	\$30,000
<u>WICHE support fee for medicine</u>	<u>\$31,000</u>
Incentive for enrolling WICHE student	\$1,000

WICHE support fees are currently covering the \$30,000 resident/nonresident differential. MSU may continue to charge the student resident tuition and keep the \$1,000 as an incentive for preferential enrollment of PSEP students.

Scenario 3: Private and Self-funded Programs with One Tuition Rate (No Change)

Ronald McDonough is a PSEP student enrolled in the physical therapy program at the University of Superior Healthcare Sciences (USHS), which is a private institution. Consider the following:

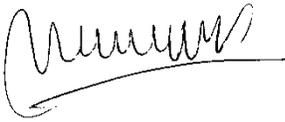
USHS private tuition	\$50,000
<u>WICHE support fee for PT</u>	<u>\$15,000</u>
WICHE student's tuition	\$35,000

In this case USHS will charge Ronald the balance of their private tuition minus the support fee. There is no change in policy for private or self-funded programs (where there is only one tuition level); WICHE support fees should continue to be applied as before.

Please forward this information to your financial aid staff members who work with PSEP students so that they can make necessary adjustments to WICHE students' financial aid packages. WICHE will host several webinars to help your staff learn more about this new policy and general practices in PSEP administration. We will announce the exact dates via email. We hope that you will join us.

We appreciate your understanding and cooperation with this new method of applying support fees for public programs. Please contact me at mcolalancia@wiche.edu or 303.541.0214 at any time with your concerns or questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Margo Colalancia', with a long horizontal flourish extending to the right.

Margo Colalancia
Director, WICHE Student Exchange Program

Notification to WICHE PSEP Applicants Enrolling Fall 2013 or later

July 2012

Dear WICHE PSEP Applicant or Enrolling Student:

WICHE's Professional Student Exchange Program (PSEP) support fees have not been meeting the resident/nonresident tuition differentials of some of our key cooperating programs in public institutions for several years now. The problem is worsening with reduced state budgets in several states and the significant tuition increases that many institutions have implemented over the last few years.

We are writing to let you know that effective AY2013, programs at participating public institutions that are left with an unmet resident/nonresident tuition differential will have a new option. Prior to this change in policy, all public programs were required to charge a PSEP student resident tuition, even if the support fee did not adequately cover the resident/nonresident tuition differential.

From AY2013 forward, public institutions whose differentials are not met will be allowed to credit the support fee against full nonresident tuition and have the new enrolling student pay the balance. Alternatively, institutions currently benefiting from an incentive (in cases where the support fee and resident tuition exceeds a program's nonresident tuition) to enroll a WICHE student are still allowed to keep their incentive. Our hope is that this new policy will help programs that have been losing tuition revenues for WICHE students' sake. WICHE also wants to encourage programs where we are meeting differentials to continue preferentially admitting PSEP students over other nonresidents. We deeply regret that some new students will be adversely affected financially, but the alternative would be that participating programs would no longer preferentially admit WICHE students. If applicants from WICHE states don't receive admissions offers from programs in the West, student access to affordable professional education programs would be severely reduced.

If you are enrolled at a public institution participating in PSEP, your tuition charges could be affected beginning in fall 2013. Please read the following three scenarios of how this new policy might affect the amount of tuition you owe to your enrolling program.

Scenario 1: Recouping Unmet Differential

Joe Smith is a dentistry student at Best Western University (BWU), enrolled through PSEP. Consider the following:

BWU nonresident tuition	\$63,000
<u>BWU resident tuition</u>	<u>\$33,000</u>
Resident/nonresident differential	\$30,000
<u>WICHE's support fee for dentistry</u>	<u>\$28,000</u>
Uncovered difference	\$2,000

Currently, BWU must charge Joe the resident tuition of \$33,000 and absorb the unmet differential of the remaining \$2,000. From AY 2013 forward, BWU will be able to bill Joe for resident tuition (\$33,000) and the unmet differential (\$2,000) for a total of \$35,000. More simply put, the program can charge Joe nonresident tuition minus the support fee, and Joe will pay the balance:

BWU nonresident tuition	\$63,000
<u>WICHE's support fee for dentistry</u>	<u>- \$28,000</u>
WICHE Student balance for tuition	\$35,000

IMPORTANT NOTE: Students enrolled through WICHE's PSEP by AY2012 or prior will be grandfathered through graduation paying RESIDENT tuition, even if the support fee does not meet the tuition differential from AY2013 forward.

Please note that the program is not obligated to charge the full differential to the student, but it does have that option. WICHE deeply regrets that some students will end up paying more. However, the alternative is to raise the support fees to keep up with the increasing and widening differentials, and our participating states, unfortunately, cannot afford this. If support fees are required to keep pace with the growing differentials, the consequence would be that fewer students would receive WICHE PSEP support.

Scenario 2: Maintaining Program Incentive (No Change)

Jane Doe is an allopathic medical student at Most Studious University (MSU) enrolled through PSEP. Consider the following:

MSU nonresident tuition	\$60,000
<u>MSU resident/WICHE student tuition</u>	<u>\$30,000</u>
Resident/nonresident differential	\$30,000
<u>WICHE support fee for medicine</u>	<u>\$31,000</u>
Incentive for enrolling WICHE student	\$1,000

WICHE support fees are currently covering the \$30,000 resident/nonresident differential. MSU may continue to charge the student resident tuition and keep the \$1,000 as an incentive for preferential enrollment of PSEP students.

Scenario 3: Private and Self-funded Programs with One Tuition Rate (No Change)

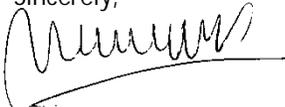
Ronald McDonough is PSEP student enrolled in the physical therapy program at the University of Superior Healthcare Sciences (USHS), which is a private institution. Consider the following:

USHS private tuition	\$50,000
<u>WICHE support fee for PT</u>	<u>\$15,000</u>
WICHE student's balance	\$35,000

In this case USHS will charge Ronald the balance of their private tuition minus the support fee. There is no change in policy for private or self-funded programs (where there is only one tuition level); WICHE support fees should continue to be applied as before.

We appreciate your understanding and cooperation with this new method of applying support fees for public programs. Please contact your state certifying officer or me with any questions. Contact information for your state office is available at www.wiche.edu/psep/cert-off or you can contact WICHE staff at 303.541.0214.

Sincerely,



Margo Colalancia
Director, WICHE Student Exchange Program



**Statement of Understanding
for WICHE PSEP Applicants Enrolling in a Public Institution
from Fall 2013 Forward**

I, _____, understand that effective fall 2013, if I am enrolled in a public professional healthcare program through WICHE's Professional Student Exchange Program (PSEP), I may need to pay more than resident tuition if the WICHE support fee does not cover my program's resident/nonresident tuition differential during any academic year.

Furthermore, I understand that if the WICHE support fee exceeds the resident/nonresident tuition differential of my public program, my enrolling institution/school is allowed to keep it as an incentive for preferentially admitting WICHE students who are nonresidents and who have not paid state taxes used to fund public education. If this is the case, the institution will charge me resident tuition, and they may keep the difference.

I understand that I will need to consult with my enrolling public institution's financial aid office directly, on an annual basis, to know whether I will pay resident tuition, or possibly more if the WICHE support fee does not cover the resident/nonresident tuition differential.

Name (please print) _____

Home state: _____

Field(s) of study: Pharmacy
 Allopathic Medicine Dentistry Occupational Therapy
 Physical Therapy Physician Assistant Veterinary Medicine

Certification year (and anticipated year of enrollment): _____

Email: _____ Cell: _____

Signature: _____ Date: _____

NOTE: Students planning to study optometry, osteopathic medicine or podiatry are not required to sign this form. Our cooperating schools in those fields are all private institutions and are not affected by this new policy.



June 12, 2012

MEMORANDUM

TO: Deans, Directors and Department Contacts of Participating PSEP Programs
WICHE Certifying Officers and Staff
Western State Higher Education Executive Officers

CC: WICHE Commissioners
WICHE Veterinary Medicine Advisory Council *Jere Mock*

FROM: Jere Mock, Vice President, Programs and Services *Margo Colalancia*
Margo Colalancia, Director, Student Exchange

SUBJECT: **Approved Support Fees for the 2013-14 and 2014-15 Biennium and New Support Fees Policy Effective the 2013-14 Academic Year**

A document describing the proposed support fees for the 2013-14 biennium was transmitted for your review and comment in March. This is to notify you that the WICHE Commission approved all items as detailed in that document at their May 22nd meeting in Fort Collins, Colorado. The approved 2.1% increase for all fields is in concert with the 2010-2011 HECA (Higher Education Cost Adjustment) index.

<u>Field</u>	<u>2012-13 *</u>	<u>2013-14</u>	<u>2014-15</u>
<u>Group A</u>			
Dentistry	\$23,400	\$23,900	\$24,400
Medicine	30,200	30,800	31,500
Occupational Therapy	12,300	12,600	12,800
Optometry	16,100	16,400	16,800
Osteopathic Medicine	20,000	20,400	20,900
Physical Therapy **	11,000	13,689**	14,055**
Physician Assistant **	12,000	16,400**	16,667**
Podiatry	13,900	14,200	14,500
Veterinary Medicine	30,000	30,600	31,300
<u>Group B</u>			
Pharmacy	\$7,100	\$7,250	\$7,400

* Fees for 2012-13, included for reference, were established by the Commission in May 2010.

**Beginning in AY 2013, support fees for physical therapy will be standardized; nine and 12-month programs will receive the same amount for three years. All physician assistant programs will receive the 12-month rate for two consecutive years and nothing in the third year. The standardized rates are shown for 2013-14 and 2014-15.

Appendix K

Unless noted, the approved support fees are calculated based on a **nine-month school term**. Adjustments to accommodate accelerated programs or other special circumstances are spelled out in the *Professional Student Exchange Program Manual* which can be accessed online at <http://wiche.edu/psep/supp-fees>, along with an updated chart of support fees amounts. We suggest you bookmark this site for future reference and keep a copy of this memorandum in your WICHE PSEP files for future reference.

Important note: New Support Fees Policy Effective for the 2013-14 Academic Year (for public programs only)

WICHE's Professional Student Exchange Program's (PSEP's) support fees have not been meeting the resident/nonresident tuition differentials of some of our key cooperating programs in public institutions for several years now. The problem is worsening with reduced state budgets in several states and the significant tuition increases that many institutions have implemented over the last few years.

We are writing to let you know that effective AY 2013, programs at participating public institutions that are left with an unmet resident/nonresident tuition differential will have a new option for new PSEP students enrolling in fall 2013 and beyond. Prior to this change in policy, all public programs were required to charge a PSEP student resident tuition, even if the support fee did not adequately cover the resident/nonresident tuition differential.

From AY 2013 forward, public institutions whose differentials are not met will be allowed to credit the support fee against full nonresident tuition and have the new student pay the balance. *Alternatively, institutions currently benefiting from an incentive (in cases where the support fee and resident tuition exceeds a program's nonresident tuition) to enroll a WICHE student are still allowed to keep their incentive.* Our hope is that this new policy will help programs that have been losing tuition revenues for WICHE students' sake. WICHE also wants to encourage programs where we are meeting differentials to continue preferentially admitting PSEP students over other nonresidents.

It's important to note that we are asking our partnering programs to grandfather in continuing students enrolled in programs prior to fall 2013 through graduation. ***Continuing students enrolled prior to fall 2013 should be charged resident tuition***, as before, to remain consistent with contracts that the continuing student signed with his or her home state, just prior to enrollment.

Please read further to see how this new policy might affect your public program. Please be aware that the various cooperating PSEP programs at your institution may be affected differently; our support fee may continue to meet the differentials of some of your programs, and in others, it may not.

Scenario: Recouping Unmet Differential

Joe Smith is a PSEP student at Best Western University (BWU) enrolled through PSEP. Consider the following:

BWU nonresident tuition	\$63,000
BWU resident tuition	\$33,000
<u>Resident/nonresident differential</u>	<u>\$30,000</u>
WICHE's PSEP support fee	\$28,000
Uncovered difference	\$2,000

Appendix K

Currently, BWU must charge Joe the resident tuition of \$33,000 and absorb the unmet differential of the remaining \$2,000. From AY 2013 forward, BWU will be able to bill Joe for resident tuition (\$33,000) and the unmet differential (\$2,000) and collect a total of \$35,000. Put more simply, the program can charge Joe nonresident tuition minus the support fee, and Joe will pay the balance:

BWU nonresident tuition	\$63,000
<u>WICHE's support fee for dentistry</u>	<u>- \$28,000</u>
WICHE Student balance for tuition	\$35,000

Please note that programs are *not obligated* to charge the full differential to the student, but they now have that option. WICHE deeply regrets that some students will end up paying more. However, the alternative is to raise the support fees to keep up with the increasing and widening differentials, and our participating states, unfortunately, cannot afford this. If support fees were required to keep pace with the growing differentials, fewer students would receive PSEP support.

WICHE certifying officers are notifying WICHE certified applicants in advance about the change through their state offices, but if you are a public institution, we encourage you to let them know this, too.

WICHE state offices will also require applicants for PSEP certification to sign a statement of understanding that notes they are aware of the upcoming changes, and that if they enroll in a public program, they may need to pay more than resident tuition if the support fee does not cover the enrolling institution's resident/nonresident tuition differential.

We appreciate your assistance as we implement this new support fees policy. WICHE staff will be sending you additional information and will invite you to participate in brief webinars this summer, to explain these changes in detail. Private programs are unaffected; they will continue to charge WICHE PSEP students full private tuition minus the support fee.

Should you have any questions in the meantime, please contact Margo Colalancia at 303.541.0214 or mcolalancia@wiche.edu, or Jere Mock at 303.541.0222 or jmock@wiche.edu.

A special note to all institutional deans, chairpersons, and admissions contacts: We urge that you share this information with financial aid, registrars, and other fiscal offices throughout your campuses.

WICHE PSEP Service Payback Policies

To assure a high return rate, six WICHE states require participating students to return to the state after graduation or to pay back all or a portion of the support fees paid for their education. The current service requirements of these WICHE states are detailed below.

Alaska

By contract, students agree to repay all support fees paid on their behalf plus interest, beginning six months after completion of the degree program. This payback was approved in 1999 by the Alaska Legislature and has been funded by the Alaska Student Loan Corporation since Fall 2000. The student must repay the loan within 15 years after the grace or deferment period ends.

Arizona

By annual contract, supported students agree to return and practice in Arizona one year for each academic year of support received. If the student does not complete training or does not return to Arizona to practice, he/she must repay one-half of the total support fees paid with interest equal to the average T-bill rate over the previous 24 months (e.g. 1.5 percent for 2004-05). If the student returns to an area of exceptional need, as determined by the designated licensing board, six months of practice repays one academic year's support. These payback/service requirements have been in force in Arizona since the inception of the program in 1953. The student must repay the loan within 15 years after the grace or deferment period ends.

Colorado

By annual contract, supported students agree to return to the state and practice one year for each year of support received. Students are expected to return and set up practice within one year of graduation, unless granted a deferment. This payback provision was approved in July 1983, although the service requirement has been in force since Colorado began sending students in optometry in 1978. If the student does not complete training or return to the state, all support fees paid by Colorado must be repaid at an interest rate equal to the current PLUS loan rate, beginning one year after completion of the program. The State may extend the time of repayment over a period not to exceed the number of years of WICHE support fees were paid for the student, unless otherwise approved by the DHE Executive Director or his/her designee.

Hawaii

Hawaii is currently seeking legislative approval to require service payback. It is proposed that the recipient shall be obligated to provide one year of practice in his/her profession in the State of Hawaii for each year of WICHE PSEP support. Students in three-year accelerated programs must practice in the State for four years because the State spends an equivalent total amount in support as for students enrolled in four-year programs. The proposal would require recipients who do not complete their service obligation to repay the entire amount awarded, plus five percent simple interest, within ten (10) years after completion or termination from the professional program.

Continued>>

Nevada

By annual contract, students agree to practice in their field of support in the state one year for the equivalent of each academic year of support received. Students must reside and work in Nevada upon graduation, and have five years from the date of graduation to complete their service obligation. If the student does not practice in Nevada or complete the program, all support received must be repaid with interest. Interest is currently set at 8 percent per annum, with accrual beginning September 1 and January 1 of each academic year. Graduates must pay back 25 percent of the annual support fee, beginning one year after graduation. Repayment periods vary: 5 years for stipends less than \$10,000; 8 years for stipends from \$10,000 to \$20,000; and, 10 years for stipends of \$20,000 or more (all amounts include interest).

Nevada Physician Assistant Only: Students agree to practice in the state with an underserved population and pay back 10 percent of the annual support fee. If the student does not practice in Nevada or complete the program, the individual may be required to repay three times the support received, with interest.

New Mexico

The New Mexico Legislature approved a service/payback requirement in 1997. By annual contract, students entering after July 1, 1997 agree to practice in the state one year for each academic year of support received. If the student does not return to New Mexico, up to three times the full support fee is to be repaid, at 18 percent interest. The student must repay the loan within 48 months after the grace or deferment period ends.

Washington

The Washington Legislature approved a service/payback requirement in 1995. The legislation requires service of the greater of three years or one year for each year of support in a Washington state health care shortage area. Payback in lieu of service is to be based on the full amount of support plus interest over a five-year period. Washington is also the only state which considers financial need in determining eligibility for support. Financial need has been used as a basis for certification since 1974.

Wyoming

The Wyoming Legislature approved a service/payback requirement in 2011 to be implemented for new students in all healthcare professions enrolling in fall 2013, except in veterinary medicine. Students receiving support will be required to either practice in Wyoming for three years or pay back the full amount of support fees expended, plus interest. For more information on repayment terms, contact the administering office.

**Professional Student Exchange Program
Agreement Between
Western Interstate Commission for Higher Education
And
INSTITUTION'S NAME OF PROGRAM**

INSTITUTION agrees to participate in the Western Interstate Commission for Higher Education's ("WICHE") Professional Student Exchange Program ("PSEP") by receiving students in its NAME OF PROGRAM.

It is understood that:

1. The states of X, Y, Z are supporting PSEP students in PSEP HEALTH CARE FIELD. Continued support is subject to state appropriations. There is no guarantee that these states will continue to appropriate resources to support PSEP students in PSEP HEALTH CARE FIELD. There is no guarantee that PSEP PSEP HEALTH CARE FIELD students will enroll at INSTITUTION'S NAME OF PROGRAM.
2. The administration of this program will be in accordance with the *Professional Student Exchange Program Manual*. The *Manual* is available for consultation by the INSTITUTION in PDF format on the WICHE website at http://www.wiche.edu/info/publications/PSEP_adminManual.pdf.
3. For each WICHE PSEP student enrolled in the PSEP HEALTH CARE FIELD program, INSTITUTION will be paid the annual support fee payment for PSEP HEALTH CARE FIELD as approved by the WICHE Commission. Payments are sent directly to the institution/school.
4. A PSEP HEALTH CARE FIELD student will be supported for a maximum of ## years at INSTITUTION. The PSEP HEALTH CARE FIELD support fee payment as approved by the WICHE Commission is as follows:

Academic Year	Support fee
AY 2012	\$
AY 2013 and AY 2014 support fees will be determined in May 2012.	

5. Support fees are disbursed directly to the institution and are not sent to students. WICHE PSEP HEALTH CARE FIELD students enrolled [USE ONE OF THE OPTIONS BELOW]

AT PRIVATE INSTITUTIONS, IN ANY HEALTHCARE FIELD: pay the balance of full private tuition minus the support fee.

PUBLIC PHARMACY PROGRAMS ONLY: Because the pharmacy support fee level was not designed to meet the resident/nonresident tuition differential, enrolling public pharmacy programs have the option of crediting the support fee against full nonresident tuition and charging the student the balance.

ALL PUBLIC PROGRAMS (OTHER THAN PHARMACY): Enrolling public programs (other than pharmacy) must charge the PSEP student resident tuition. Effective AY2013 for NEWLY ENROLLED PSEP students, public programs whose resident/nonresident tuition differential is not being met by the WICHE support fee have the option of crediting the support fee against full nonresident tuition and charging the student the balance. Public programs should continue to charge WICHE PSEP students enrolling prior to AY2013 at the resident tuition rate, until they graduate.

**Professional Student Exchange Program
Agreement Between
Western Interstate Commission for Higher Education
And
INSTITUTION'S NAME OF PROGRAM**

6. Effective for the 2012-13 academic year, certified WICHE applicants enrolling in INSTITUTION'S NAME OF PROGRAM will have full eligibility to be considered for WICHE support.
7. WICHE and INSTITUTION may curtail this agreement upon one year's advance notification. Students already enrolled in the program shall be held harmless and shall be grandfathered through PSEP until their graduation.
8. INSTITUTION'S NAME OF PROGRAM is fully accredited and the accrediting body has not cited any requirements or concerns about the program as of the signing of this agreement.
9. All cooperating WICHE PSEP programs are required to report any future changes of status affecting accreditation. If the change involves a loss of the rights and privileges accorded to graduates, the funding of new PSEP students will be suspended, pending restoration of full accreditation.

*FOR: Western Interstate Commission
for Higher Education*

*FOR: INSTITUTION'S
NAME OF PROGRAM*

NAME
Vice President, Programs & Services
WICHE

NAME
TITLE
NAME OF PROGRAM

Date _____

Date _____

*FOR: Western Interstate Commission
for Higher Education*

FOR: A.T. Still University

NAME
Director
WICHE Student Exchange Programs

NAME
TITLE
NAME OF PROGRAM

Date _____

Date _____