

Saint Joseph's College

Tuition Exchange Export Procedure

2011

1. Interested employees should visit Tuition Exchange, Inc. (<http://www.tuitionexchange.org>) and the Council of Independent Colleges (<http://www.cic.edu>) websites to identify colleges of interest.

2. Initial Application Timetable

- a. During *September* of the senior year in high school, interested employees should meet with the Office of Human Resources or attend the fall informational meeting to obtain information about the availability of TE/CIC scholarships.
- b. Information and applications packets should be picked up from the Human Resource Office. Candidates must submit the SJC Preliminary Application by ***October 21, 2011***. After this deadline, applications will be reviewed on a case-by-case basis including the time they are submitted. See the attached policy for more information about the awarding of scholarships based on the program indicated.
- c. The Tuition Exchange Committee will prioritize all applications and determine final certifications.
- d. After the Tuition Exchange initial review, additional Colleges may be added by submitting an updated application.
- e. October through June importing institutions will approve or deny the scholarship. **The institution providing the scholarship sets the criteria. Saint Joseph's College just approves your eligibility.**
- f. By June 30th, all candidates should submit to the Human Resource Office the TE/CIC acceptance form. This form indicates the college to be attended and the amount of the scholarship awarded by the importing institution.

3. Recertification Application

The SJC TE/CIC application form must be submitted to the Office of Human Resources by ***October 21st*** for the next academic year.

4. Certification of Applications for Tuition Exchange

The official Application/Recertification Form will be reviewed and prioritized by the Tuition Exchange Committee. You will be notified of its final approval.

If approved, the certification form will be sent to the importing institutions. NOTE: Saint Joseph's Certification only confirms eligibility to receive TE/CIC benefit. **Each importing college has its own guidelines for awarding this scholarship.**