

TUITION EXCHANGE INFORMATION AND APPLICATION FOR ACADEMIC YEAR 2012-2013

The College is a member of two national scholarship exchange programs for institutions of higher education: the Tuition Exchange Inc. (TE) (<http://tuitionexchange.org>) and the Council of Independent Colleges (CIC) (<http://www.cic.edu>). Through these organizations tuition reimbursement for the dependent children of full time college employees is available at over 500 colleges, most of which are private.

Each member institution determines eligibility criteria for students it "exports," and also sets criteria, for those students who are accepted or "imported." Member institutions, according to their own criteria award TE and CIC scholarships. Either the sponsoring institution, or in the case of Tuition Exchange, Inc. the governing organization, sets the amount of its scholarship.

The deadline for employees to submit tuition exchange applications for consideration for the 2012 - 2013 academic year is October 21, 2011.

1. CIC

Eligibility The program is available to full time administrative staff and faculty who have completed one year of uninterrupted full-time service (or its equivalent) with the College by the enrollment date of the sponsored child. Employees must continue to be employed full time by Saint Joseph's College for the full duration of the tuition exchange period in order for the benefits to continue.

Children or stepchildren of the employee who meet IRS dependency requirements are eligible to apply. If questions arise, the Tuition Exchange Committee, which consists of the Chief Administration Officer, Associate Dean of Financial Aid, Vice President for Enrollment Management and the College Liaison Officer will determine the eligibility of dependent children by utilizing the IRS dependency requirements.

The scholarships are limited to full-time undergraduate study for the nine-month on-campus program only. They are not available for part-time study, graduate school, summer session, intersession, external degree or study abroad.

Duration and Coverage The College does not restrict the number of exports authorized under this program. A student may receive up to 8 semesters of tuition benefit. Authorization is granted on a year-by-year basis. Students renewing their CIC scholarship must meet College eligibility guidelines anew each year and be re-certified by the Tuition Exchange Committee.

2. TE

Eligibility The program is available to full time administrative staff and faculty who have completed four years of uninterrupted full time service (or its equivalent) with the College by the enrollment date of the sponsored child. Employees must continue to be employed full time by Saint Joseph's College for the full duration of the tuition exchange period in order for the benefits to continue.

Only natural and legally adopted children of the employee that meet IRS dependency requirements are eligible to apply. If questions arise, the Tuition Exchange Committee will determine the eligibility of dependent children by utilizing the IRS dependency requirements. The scholarships are limited to full time undergraduate study for the nine-month on-campus program only. They are not available for part-time study, graduate school, summer session, intersession, external degree or study abroad.

Duration and Coverage Because the College must balance the number of TE students it “exports” with those it “imports” or enrolls at the College, there may be a limited number of export scholarships available. Tuition Exchange, Inc has a “Set Rate” each year for the maximum tuition allowed; **for 2012 – 2013 the set rate is \$31,000**. The maximum individual TE benefit will be four semesters. The College has established the following guidelines for awarding Tuition Exchange eligibility:

- 1) Only one child per family can be eligible at the same time
- 2) Seniority of employee-length of service at Saint Joseph’s College
- 3) Priority to seniors, juniors, sophomores then first year students

Students renewing their TE scholarship must meet College eligibility guidelines anew each year and be re-certified by the Tuition Exchange Committee.