

# STETSON UNIVERSITY

## TUITION EXCHANGE GUIDELINES FOR IMPORTS

Stetson University participates in two tuition exchange programs for dependents of full-time faculty and staff employees at member institutions.

The **Tuition Exchange, Inc. (TEP)** has members from approximately 600 U.S. colleges and universities ([www.tuitionexchange.org](http://www.tuitionexchange.org)).

- Colleges and universities participating in this program have agreed to waive some or all tuition for participants from other member institutions.

The **Council of Independent Colleges (CIC)** membership includes more than 370 institutions throughout the United States ([www.cic.edu/TEP](http://www.cic.edu/TEP)).

- This is a network of CIC colleges and universities willing to cover the tuition charges of students from families of full-time employees of other CIC participating institutions. Spouses and dependents of the full-time employees of the CIC participating institutions are eligible. Each participating institution in CIC agrees to accept (import) three or more students from other colleges without regard to the number of students it exports.

Incoming students need to apply to the institution where their parent or spouse works; the student will be considered an 'Export' from that college or university. Meanwhile, the student is considered to be an 'Import' here at Stetson. Student applicants must be admissible and must comply with all of the host/importing institution's financial aid policies and procedures.

The CIC Tuition Exchange Scholarship is a full-tuition scholarship *inclusive of other federal, state funding and outside funding*. The TEP Tuition Exchange Scholarship is \$40,000 and is *inclusive of other federal, state funding and outside funding*.

- For example, if a student is eligible for a Pell Grant or the EASE or Bright Futures, this 'external funding' is not awarded on top of the Tuition Exchange Scholarship. The Tuition Exchange Scholarship is reduced by the other funds.
- *In other words, the student's total financial aid award, disregarding loans, covers the cost of tuition.*

Here are other informational aspects.

- The Tuition Exchange Scholarship replaces any previous scholarship awarded by Stetson.
- Any room and board charges will need to be covered by the student's family.
- Tuition Exchange Scholarships are only awarded for Fall and Spring semesters. Summer session charges are not covered.
- The Tuition Exchange Scholarship cannot be awarded for Study Abroad. Tuition costs are covered only on the DeLand campus.

The importing institution sets the number and criteria for award decision. Satisfying admissions criteria does not make awards automatic. The primary obligation of Stetson and each member institution is to maintain a balanced student exchange pattern. That means keeping a reasonable match between students from Stetson going to other schools (exports) and students coming to Stetson from other schools (imports). A member institution may import as many as it wishes. It may not however, export more than it imports.

### **Procedure:**

- 1) Simultaneously, the applicant does the following:
  - a. Applies for [admission](#) to Stetson University.
  - b. Completes a [FAFSA](#) and [CSS Profile](#)
    - i. Stetson's FAFSA school code: 001531
    - ii. Stetson's CSS Profile school code: 5630
  - c. The employee of the participating institution (the parent or spouse of the applicant) applies to their employer to participate in the TEP or CIC program.
- 2) The deadlines for consideration for a Tuition Exchange Scholarship are:
  - a. Student must be accepted to Stetson by **February 15**, and
  - b. Stetson must be notified regarding the student's Tuition Exchange application by **February 15**.
- 3) Stetson is notified by the 'exporting' institution regarding the application for participation in the TEP or CIC Programs. The student's status as a 'potential' recipient of the tuition exchange scholarships is coded in Connect. The student receives a letter confirming this status.
  - a. NOTE: This status as an applicant for TEP or CIC awards does not interfere with the Merit Awarding process as an applicant to Stetson.
- 4) The selection of the TEP and CIC recipients is made by **March 1**. The selected students are notified within two weeks. ***No late applications will be considered.***
- 5) By **May 1**, the students awarded the scholarship must notify Stetson's Tuition Exchange Officer in writing of their acceptance or rejection of the TEP or CIC Scholarship.

### **Recertification:**

The exporting institution will notify Stetson, directly or indirectly, when the student is re-certified as an Export for the following year.

The student will be notified regarding the renewal of the TEP or CIC award for the following year as soon as:

- 1) Official Spring grades are recorded by the Registrar, and
- 2) Re-certification from the certifying school is received.

Students participating in the TEP or CIC scholarship program must maintain Satisfactory Academic Progress (SAP). Stetson University's SAP policy may be found in the [catalog](#).

Please feel free to contact the TE Officer if you have any questions regarding Tuition Exchange:

Darnie Petro

Coordinator of Financial Aid Communications

386-822-7100, option #2; [finaid@stetson.edu](mailto:finaid@stetson.edu)