



TUITION EXCHANGE GUIDELINES FOR EXPORTS

Stetson University participates in two Tuition Exchange (TE) programs for dependents that are available for full-time faculty and staff employees. This is a tremendous opportunity for Stetson families, but it's important to realize this is not a guaranteed benefit.

The Council of Independent Colleges (CIC): The Council of Independent Colleges (CIC) membership includes more than 370 institutions throughout the United States (see www.cic.edu/TEP). This is a network of CIC colleges and universities willing to accept, tuition-free, students from families of full-time employees of other CIC participating institutions. All full-time employees of a CIC participating institution are eligible for the benefit, along with their spouses and dependents (according to IRS's definition of a dependent). 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. Student applicants must be admissible and must comply with all of the host/importing institution's financial aid policies and procedures.

The Tuition Exchange, Inc. (TEP): The Tuition Exchange, Inc. (TEP) has members from approximately 630 U.S. colleges and universities (see www.tuitionexchange.org). Colleges and universities participating in this program have agreed to waive some or all tuition for participants from other member institutions. *Some* partner institutions also waive room and board. Partner institutions waive up to the level determined yearly by Tuition Exchange - which for **2018-2019 is \$36,000**. The importing institution sets the number and criteria for award decisions. 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. Because of that, Stetson may have to limit the number of TE Scholarships awarded if we have more applicants from faculty and staff families (potential exports) than we have student imports.

Stetson has established a detailed list of procedures and priorities to help make this program as easy and fair to all employees as possible. Participants need to know, from the beginning, that there are many factors which affect a student's ability to begin and remain in the program.

Please note: The guidelines for children of full-time faculty and staff attending Stetson University are unchanged by Stetson's participation in the Tuition Exchange. Please see the Office of Human Resources for details.

A. Definitions:

1. Eligible Employee: Any currently employed Stetson University full-time faculty or staff, who has completed at least one (1) calendar year of full-time service at Stetson University. Your one-year anniversary must be by August 1 preceding the use of a TE Scholarship.
2. Dependent Child: Any child born to an employee, legally adopted by an employee, or for whom legal guardianship can be documented. Ordinarily, children meeting requirements for dependence set forth by the Internal Revenue Service will qualify.
3. Applicant: The dependent child of an eligible employee who has applied for full-time, undergraduate study to a college or university that participates in the TE program. Scholarships are not granted for graduate, non-degree study, or second undergraduate degrees.
4. Maximum Scholarship: TE scholarships will not exceed a maximum of four years (8 semester tuition remission “units” or “slots”) per eligible student.
5. Tuition Exchange Liaison Officer: Regina Oltorik.

B. Procedures:

1. By **November 1** of the current academic year, dependent children of Stetson University faculty and staff who are seeking admission to a partner institution will notify the TE Liaison Officer of intent to apply for a TE scholarship for the following year by completing the **Preliminary Application** available online under Office of Student Financial Planning (“Forms”) and submitting it to the Office of Student Financial Planning.
2. The Human Resources Office will verify the eligibility and seniority of the employee/parent.
3. Eligibility to apply for a TE scholarship is determined by Stetson University. However, **TE scholarships are granted by the host institution. Stetson University cannot guarantee that any applicant, no matter how well qualified, will receive a TE scholarship from the host institution that may choose to restrict its imports, if their number exceeds exports.**
4. The host/importing institution notifies Stetson University directly or indirectly regarding the TE award decision for the applicant. The TE Liaison Officer notifies the parent of the applicant via e-mail regarding the award decision.
5. Applicants who are offered the TE Scholarship must accept the TE scholarship award at their host institution by May 1 for the upcoming academic year; they must notify the TE Liaison Officer at Stetson as well. Applicants who do not meet this requirement may forfeit their awards to alternates on the waiting list.
6. Students will ordinarily be able to remain in the program for up to four years, but continued participation depends upon yearly certification of eligibility, the student’s adequate academic standing at the host institution, and Stetson University’s ability to attract

sufficient “imports” to offset or balance its “exports”. Accordingly, recertification will be completed by the TE Liaison Officer and processed in a timely manner every year. The TE Liaison will communicate to the employee when recertification is complete. There are no additional steps needed by the employee for recertification.

7. If a TE recipient takes a leave of absence, withdraws from school, studies abroad or graduates, the student must notify the TE Liaison Officer at both Stetson University and the host institution immediately.
8. TE applicants who qualify to receive aid from other sources (excluding loans) in excess of 50% of the total cost of tuition, room, board, and fees are not eligible to receive a TE scholarship. For example, if a student should receive an academic or talent scholarship from an institution for a full scholarship, the student would not be eligible for a TE scholarship.
9. TE benefits will not be terminated if the employee retires, dies, or becomes totally disabled. In the event of termination of employment (voluntary or involuntary), the TE benefits will continue without penalty **until the end of the current semester**.
10. Stetson University reserves the right to modify these Guidelines to insure an appropriate balance between “import” and “export” students.
11. **It is the responsibility of the applicant for Tuition Exchange to ensure that all required application and response times are met. Applicants not adhering to specified deadline dates will not be eligible for participation in the program.**

TEP Additional Procedures:

The following procedures are related to **The Tuition Exchange, Inc.** only. TEP is a reciprocal program and we are required to balance the number of individuals sent out on the exchange (exports) by an equal number of imports over the most current five-year period. If it is necessary to limit certification of TE applicants to a subset of eligible applicants, priority will be based on the following criteria.

- (a) First priority will be given to students who are already enrolled in a member institution, and who are holding a TE scholarship. The student must also be in good academic standing (at least a 2.0 on a 4.0 scale).
- (b) Second priority will be given to applicants based on employment seniority of the parent. Seniority is based on the number of years of full-time service at Stetson University. A family can be awarded one new TE Scholarship based on seniority. If both parents are employees at Stetson, only one parent with the most number of years of service will be considered for seniority.
- (c) Treatment of seniority for employees who have already received Tuition Exchange benefits:
 - i. Seniority ranking will be reduced by one year of employment for every two units of tuition exchange benefit received.
 - ii. Seniority ranking will be reduced at the time of the initial award, presuming that all units of the benefit will be used.
 - iii. At a time when it is determined that an initial allocation will not be fully used, the seniority ranking will be adjusted at that time.
- (d) To employees who are seeking two or more new TE Scholarships, a lottery system will be used with one ticket given for each year of service to Stetson. Tickets will be drawn until all available TE slots are filled.
- (e) Applicants who are not selected as TE recipients will be placed on a waiting list as alternates for the upcoming academic year in accordance with the priority ranking in item b. above.
- (f) In the event that a TE recipient chooses to attend a non-TE institution or otherwise forfeits the right to receive a TE scholarship, alternates may be reconsidered for any available slots.
- (g) Alternates who are not selected may reapply for a TE scholarship for the following academic year in accordance with the priority ranking described in item b. above.

C. Checklist Summary:

- Review institutions that participate in Tuition Exchange at www.tuitionexchange.org and www.cic.edu/TEP and **complete appropriate admission applications in a timely manner.**
- Complete the Tuition Exchange Application form available from the Stetson Office of Student Financial Planning by November 1.
- Student must be accepted for admission and for tuition exchange at the college of choice.
- Wait for confirmation from the institution you are applying to regarding your TE scholarship.
- Notify Stetson's Tuition Exchange Officer in writing of your acceptance (or rejection) of the TE Scholarship and which school you will be attending. The deadline is May 1.
 - The student's eligibility for the TEP Scholarship will be re-certified during the Spring semester for the following year. The employee will be notified when the dependent's eligibility is re-certified. The 'export' student must notify the Stetson TE Liaison officer if the student's enrollment plans change.
- The host or importing institution will notify Stetson, directly or indirectly, when the student is re-certified as an Import for the following year.

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

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