

## TUITION EXCHANGE PROGRAMS

Dependent children of full-time Colby-Sawyer employees may be eligible for three different tuition exchange programs:

- **National Tuition Exchange Program (NTE)**
- **Council of Independent Colleges (CIC)**
- **New Hampshire College and University Council (NHCUC) Tuition Exchange Program**

The **National Tuition Exchange Program** provides scholarships at approximately 570 institutions throughout the United States (see complete list at [www.tuitionexchange.org](http://www.tuitionexchange.org)). This program is coordinated by the Tuition Exchange organization of Washington, DC, and operates on a credit/debit system. Because scholarships are not available every year, employees should check with human resources and/or financial aid regarding availability.

The **CIC Tuition Exchange Program (CIC-TEP)** is a network of *Council of Independent Colleges* institutions willing to accept, tuition-free, students from families of full-time employees of other CIC-TEP institutions. Each participating institution in the network (see [www.cic.edu](http://www.cic.edu)) agrees to import a limited number of students on the same admission basis as they accept all other students, without regard to the number of students it exports.

The **NHCUC Tuition Exchange Program** The NHCUC Cooperative Tuition Remission Program is a network of seven private colleges and universities in New Hampshire willing to accept, tuition-free, students from families of full-time faculty and staff of other NHCUC participating institutions (<http://www.nhcuc.org>) The NHCUC coordinates this program and historically there have been no limits on the number of scholarships available.

### ELIGIBILITY

The following describes eligibility for all programs:

- Faculty and staff members must be regular full-time employees of Colby-Sawyer College, which means that their normal work schedule is at least 30 hours per week for at least 9 months of the year. Temporary, part-time, and adjunct faculty employees are not eligible.
- The faculty or staff member must be employed full-time by Colby-Sawyer at the beginning of the academic year for which the student is applying.
- The student must be a dependent child of the Colby-Sawyer faculty or staff member as defined by IRS regulations. Proof of dependency is required. Normally, this will be the employee's tax return for the most recent tax year.
- The school to which the student is applying must be a member of the National Tuition Exchange Program, CIC, or the NHCUC Tuition Exchange Program and must have a scholarship available under the program.
- Colby-Sawyer limits participation to full-time undergraduate study for dependent children of eligible employees.
- The student must apply to, and be accepted for, admission at the receiving institution under the standards of that institution and must remain a student in good standing in order to take advantage of

these programs. Acceptance into the tuition program by the receiving institution does not guarantee acceptance for admission by that institution.

### **VALUE OF TUITION EXCHANGE SCHOLARSHIP**

A Tuition Exchange scholarship generally covers full tuition at the receiving institution, but does not cover special fees, course overloads, room and board, summer programs, or other miscellaneous charges. Under the National Tuition Exchange Program, high tuition institutions may award less than full tuition, but no less than limits set each year by the Tuition Exchange organization. The Financial Aid office can provide the amount of those limitations. At some institutions, state laws mandate that certain course fees be charged to out-of-state students. At other institutions, scholarships may be reduced by federal or state grants.

Tuition remission, tuition-grant, and tuition-exchange scholarships awarded to dependents of faculty and staff members traditionally have not been regarded as income for tax purposes. However, employees are encouraged to consult with their own tax advisors concerning the tax implications of participation in these programs.

### **APPLICATION PROCESS**

Employees who wish their dependents to participate under any of these programs must complete an Application for Tuition Exchange Benefits form, which may be obtained from the Human Resources Department.

- The form must be completed and returned to the Human Resources Department by **the deadline established for that program**, however, applications for NTE are accepted and processed upon receipt.
- As part of the application process, employees will be required to provide the Human Resources Department with a proof of the child's eligibility as a dependent.

### **FEES**

There is a processing fee of \$200 per year for each participant, payable with the application. Fees are refundable only if the student is not accepted into the exchange program, or accepted for admission, at the receiving institution. Any student applying for more than one program will only be required to submit one \$200 processing fee.

### **PLEASE NOTE:**

**It is important to remember that all programs require that a student's eligibility must be applied for and re-certified each year. Participation in all programs is on a space-available basis. Employees with dependent children in this program are encouraged to make alternate financial plans in case the student cannot participate in any given year.**

Colby-Sawyer College and the tuition exchange organizations reserve the right to amend or terminate these programs at any time.

## National Tuition Exchange

It is important to note that **there may be a limited number of scholarships available to Colby-Sawyer** under the National Tuition Exchange Program. In fact, it is possible that there could be years with no scholarships available under this program. For that reason, the following rules will be followed if more employees' dependents apply than there are scholarships available.

1. Students who are currently participating in the National Tuition Exchange and are continuing in an uninterrupted program of education will have first consideration for available awards.
2. Students who are new to the National Tuition Exchange will be considered for any available awards after continuing students have been considered.
3. If an employee (or couple, if both are employed by the College) has more than one child applying for a scholarship *in this exchange program* in any given year, the second child will only be considered for an award after every other eligible applicant is fully considered.
4. After applying Items 1, 2, and 3, the order of eligibility will be determined by the years of service of the parent at Colby-Sawyer.

This program operates on a credit and debit program, and it is the National Tuition Exchange's policy to monitor each institution's balance of incoming and outgoing students. If there are more outgoing students than incoming students, Colby-Sawyer may be prevented from exporting students in any given year. Therefore, eligibility for the National Exchange must be applied for and re-certified each year. Although the receiving school may grant permission for multiple years of tuition benefit, **the national office determines whether the credit balance is adequate for Colby-Sawyer to award the benefit.** Each applicant will receive a written notification from Financial Aid regarding final disposition of tuition exchange awards.

A list of participating institutions is available at [www.tuitionexchange.org](http://www.tuitionexchange.org).

## CIC Exchange

The Council for Independent Colleges (CIC) Exchange program offers tuition benefits to dependent children of college employees who wish to attend one of the CIC participating institutions. This exchange differs dramatically from other programs in which the college has participated. It is being offered to provide a greater opportunity for employee participation in tuition benefit programs. CIC provisions include:

- There is no limit to the number of students exported from Colby-Sawyer in any given year.
- Receiving institutions establish their own limits and criteria regarding acceptance of incoming students. Colby-Sawyer has no influence on the decision-making criteria used by any institution regarding how many students they will accept into the tuition program or how they determine which students to accept.
- Because this exchange program does not limit participation, the college does not restrict the number of applications (in this program) from employees who have more than one eligible dependent child. In addition, participation in the CIC tuition exchange does not limit other children of the same employee or family from participating in other college-sponsored tuition benefit programs.
- Although the deadline for applying for a CIC award is February 15<sup>th</sup> prior to the September admission, employees are encouraged to ***apply as early as possible***, since all receiving institutions establish their own criteria, and some accept incoming exchange students on a first-come, first-serve basis.
- For more information on the program, or a current listing of participating colleges, see their website at [www.cic.edu](http://www.cic.edu).

## **NHCUC Tuition Exchange**

The NHCUC Tuition Exchange has not historically limited the number of awards provided to eligible dependents from participating institutions in any one year. Therefore, the likelihood is very good that your child can depend on this benefit being available, if all other criteria and application requirements are met.

- Participation in the NHCUC Tuition Exchange program does not prevent other eligible dependents in the same family from taking advantage of other college-sponsored tuition programs in the same year.
- Participation in the NHCUC Tuition Exchange program does not affect the eligibility of other dependents in the same family with respect to the CSC Tuition Remission program or the CIC Exchange.
- Although the deadline for applying for a NHCUC award is February 15<sup>th</sup> prior to the September admission, employees may apply anytime before this date.
- Eligibility for the NHCUC must be applied for and re-certified each year.

### **MEMBER SCHOOLS**

Daniel Webster College

Rivier College

Franklin Pierce College

St. Anselm College

Southern New Hampshire University

New England College

## TUITION EXCHANGE - National, CIC, or NHCUC

*Available to dependent children only*

### **NHCUC Exchange** (Full-Time study only)

<u>Process</u>	<u>Deadline</u>
____ Application	anytime before Feb. 15 <sup>th</sup> Prior to Sept. admission
____ Fees (\$200/yr)	w/application
____ Proof of Dependency*	w/application

### **National Tuition Exchange** (Full-Time study only)

<u>Process</u>	<u>Deadline</u>
____ Application	November 1, prior to Sept. admission
____ Fees (\$200/yr)	w/application
____ Proof of Dependency*	w/application

### **CIC Exchange** (Full-Time study only)

<u>Process</u>	<u>Deadline</u>
____ Application	anytime before Feb. 15 <sup>th</sup> Prior to Sept. admission
____ Fees (\$200/yr)	w/application
____ Proof of Dependency*	w/application

- *Dependent children must have their dependent status re-verified once each year.*

## Application for TUITION EXCHANGE BENEFITS

**PLEASE CHECK TUITION PLAN YOU ARE APPLYING FOR:**

\_\_\_\_\_ **National Tuition Exchange Benefits** (apply before November 1 for following September)

\_\_\_\_\_ **CIC Tuition Exchange Benefits** (apply before Feb. 15<sup>th</sup> for following September)

\_\_\_\_\_ **NHCUC Tuition Exchange Benefits** (apply before Feb. 15<sup>th</sup> for following September)

**EMPLOYEE's NAME:** \_\_\_\_\_

Employee's Department and Telephone Ext. #: \_\_\_\_\_

**DEPENDENT's NAME:** \_\_\_\_\_

DEPENDENT's SS#: **[REQUIRED]** \_\_\_\_\_ Phone # \_\_\_\_\_

DEPENDENT's street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

ACADEMIC YEAR for which benefits are being requested: \_\_\_\_\_

College/university to which student intends to apply:

	<u>Name of college</u>	<u>Location (state)</u>	<u>TX program</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

At the beginning of the academic year, the person for whom the benefit is being requested will be a college

\_\_\_\_\_ Freshman    \_\_\_\_\_ Sophomore    \_\_\_\_\_ Junior    \_\_\_\_\_ Senior

Did the dependent hold a National Tuition Exchange award in a prior year? \_\_\_\_\_

If yes, what year(s)? \_\_\_\_\_ For how many semesters? \_\_\_\_\_

Name of college where award was held: \_\_\_\_\_

EMPLOYEE Signature: \_\_\_\_\_

=====

**TO BE COMPLETED BY HUMAN RESOURCES:**

1. Eligibility for CSC Tuition Benefits: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Reason for Denial \_\_\_\_\_

2. Documentation of Dependency Status Received: \_\_\_\_\_ Yes \_\_\_\_\_ No

3. Date Processing Fees Received: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_

4. Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

=====

**ROUTING:**

Original to Financial Aid

## **Application Procedure -- TUITION EXCHANGE PROGRAMS** (for Dependent Children ONLY)

1. The employee will obtain an Application for Tuition Benefits form from the Human Resources Department. Information about participating schools may be obtained from Human Resources, Financial Aid, or the websites for the individual exchange programs ([www.tuitionexchange.org](http://www.tuitionexchange.org); [www.cic.edu](http://www.cic.edu)).
2. The application, along with the requisite processing fees, and evidence of eligibility of dependent child status, must be returned to the Human Resources Department by the deadline established for that program.
3. The Human Resources Manager will approve or deny eligibility, based on the eligibility requirements in effect at the time.
4. If the application is for the NHCUC Tuition Exchange Program or the CIC Exchange, the original of the application will be forwarded to Financial Aid for processing at this point.
5. In the case of the National Tuition Exchange Program, the Director of Financial Aid will determine the number of scholarships available through the National Tuition Exchange and will inform Human Resources.
6. Using the criteria and deadlines established in the Tuition Exchange policy, Human Resources will determine eligibility for the National Tuition Exchange Program and will notify the applicants and the Financial Aid. Human Resources will also assure that the employee signs the Statement of Understanding.
7. The original of the Application for Tuition Benefits form for those who are eligible will be sent to Financial Aid for processing.
8. The Financial Aid office will be responsible for certifying eligibility to the institutions to which the student is applying under all Tuition Exchange Programs. Once approvals/denials have been obtained from the receiving school, Financial Aid will notify the employee.