



TUITION EXCHANGE SCHOLARSHIP PROGRAM

THE TUITION EXCHANGE (TE) THE COUNCIL OF INDEPENDENT COLLEGES (CIC)

The [Tuition Exchange](#) (TE) and the [Council of Independent Colleges](#) (CIC) provide a reciprocal scholarship exchange program for a dependent of an eligible full-time employee among its participating institutions of more than 600 universities. Please note that this is a scholarship program only, not a fringe benefit for employees.

The primary obligation of a member institution is to maintain a balanced exchange program: a reasonable match between student "exports" and student "imports." A member institution should not export more students than it imports.

While an employee may be eligible to apply for a tuition exchange program scholarship award through the TE and CIC, it is up to the hosting (importing) institution to make the decision of granting a scholarship award to the applicant, therefore, there is no guarantee of any scholarships. Applicants will be subject to the scholarship determination process established by each institution to which they have applied and been accepted. Each institution has its own guidelines for determining the number of scholarship awards it provides annually, and to whom those awards will be provided. Therefore, Centenary cannot guarantee placement of any employee's dependent under either program. It is the responsibility of the employee to ensure that they have met all admissions and tuition exchange program application requirements and deadlines for the institution to which they are applying.

All students must apply for admission to the institution they wish to attend, and that institution solely determines admission and admission procedures.

The following guidelines and definitions are applicable to Centenary University employees who wish to apply for this scholarship program.

1. ELIGIBLE EMPLOYEE: A full-time, actively-at-work, Centenary University faculty or staff member, who meets both of the following criteria:

A. Length of Service Criteria:

Is actively at work and has completed a minimum of two (2) years of continuous full-time employment at Centenary University as of the submission deadline date,

and

B. Performance Criteria:

Received at least a “satisfactory” Performance Appraisal for each of the last two (2) years of employment, and each of those reviews must be on file in the Human Resources Department by no later than the applicable submission deadline date announced by the Centenary University Tuition Exchange Liaison.

2. **TERMINATION OF ELIGIBILITY:** An employee who is no longer employed with Centenary University is ineligible to participate. In the event of termination, the certified, enrolled and attending student of the terminated employee will be permitted to complete that semester only, providing that the semester has already begun. In the unfortunate event of disability or death of the Centenary University employee, the child will be permitted to complete that semester only providing the semester has already begun.
3. **DEPENDENT:** Any child born to or legally adopted by an employee or for whom legal guardianship can be documented, up to age 24, (dependent as defined by the IRS). Supporting documentation may be requested by Centenary University to confirm IRS dependent status.
4. **SELECTION PROCESS:** Eligible applicants who wish to participate in this program as an export must submit the required forms and must formally apply to the Centenary University Tuition Exchange Liaison no later than the applicable submission deadline date announced by the Centenary University Tuition Exchange Liaison. Centenary University’s selection of candidates who are eligible to pursue the TE/CIC scholarship program does not guarantee final acceptance at any participating TE/CIC institution.
5. **MAXIMUM SCHOLARSHIP EXPORT:** Scholarships are granted for undergraduate study only. TE/CIC scholarships will not exceed a maximum of 8 semesters per Candidate. Only one dependent per family may be a Certified Candidate, unless there are no other eligible employees who have applied.
6. **CANDIDATE:** The IRS dependent of an eligible employee who has been certified (sponsored) by the Centenary University Tuition Exchange Committee for full-time degree study at a university that participates in the TE/CIC.
7. **UNIVERSITY TUITION EXCHANGE COMMITTEE:** The Centenary University Tuition Exchange Committee is comprised of the Human Resources Director, the Assistant Director of Undergraduate Admissions, and the Centenary University Tuition Exchange Liaison or

designee(s). The Centenary University Tuition Exchange Committee will review and approve applications. Selections made by the Committee are final. Any circumstance not specifically addressed in this Policy will be decided by the Centenary University Tuition Exchange Committee. In the event the Committee is unable to reach consensus, the Committee will refer the issue to the Chief Academic Officer, or his designee for final decision.

8. If the number of prospective, qualified applicants for export exceeds the number of imported students, applicants for export will be selected as Candidate(s) by the Centenary University Tuition Exchange Committee taking into consideration the following criteria:
 - A. Recommendation by respective Vice President which will include the employee's overall performance and dedication to the University, and
 - B. Number of full and partial years (i.e., 2.5 years) of continuous, full-time employment from the employee's most recent date of hire at Centenary University, and
 - C. The salary level of the Centenary University employee may be taken into consideration.
 - D. Last priority will be given to a candidate with a family member who has already received either a TE scholarship or a CIC scholarship through Centenary University.
9. APPLICATION PROCESS: Prior to the start of each academic year, Centenary University will determine the total number of exported applicants who may be certified. If the number of applicants for export balances the number of imported students, each qualified applicant will be given the opportunity to seek a TE/CIC scholarship and Centenary University will sponsor the prospective student by certifying him/her as a TE/CIC Candidate. In that event, the Centenary University Tuition Exchange Liaison will send notice of certification to as many as five (5) TE/CIC member schools to which the candidate has applied (or plans to apply).
10. DEADLINES: The Centenary University Tuition Exchange Liaison announces the deadlines via e-mail notification for completing the application for this Program.
11. RECERTIFICATION: All participating TE/CIC scholars are required to be recertified annually by the deadline date of April 1st, by the Centenary University Tuition Exchange Liaison. Recertification is not an automatic process.

Delay or failure to recertify may result in loss of scholarship.

Tuition Exchange re-certification may be denied if:

- Eligibility status of employee has changed;
- Tuition exchange scholar no longer meets the conditions and terms of the host institution;
- The host institution no longer participates in the TE/CIC Program.

12. **WITHDRAWAL:** The TE/CIC scholar must notify the Centenary University Tuition Exchange Liaison in a timely manner of any leave of absence or withdrawal, in writing.

The following guidelines and definitions are applicable to students who are imports to Centenary University utilizing the TE/CIC scholarship program:

1. **TE/CIC SCHOLARSHIP:** If the TE/CIC scholar is eligible for any state grants, including, but not limited to TAG, these monies will first be deducted from tuition prior to processing of the TE/CIC award. Federal grants, such as Pell, will be applied after the benefit to any remaining fees, room or board. This provision applies to traditional and accelerated programs. Depending on the timing, these monies may be applied retroactively.
2. **MAXIMUM SCHOLARSHIP IMPORT:** Scholarships are granted for undergraduate study only. TE/CIC scholarships will not exceed a maximum of 8 semesters per imported candidate.
3. **FAFSA REQUIREMENT:** Students must complete a FAFSA annually and must code their FAFSA application form so that a copy of the results is sent to Centenary University.
4. **STUDY ABROAD/STUDY AWAY:** Students who receive a TE/CIC scholarship will not be eligible to use these benefits for the cost of a Study Abroad or Study Away program through Centenary University.
5. The dependent full-time student waiver for traditional undergraduate studies is for 12 to 18 credits per semester. Any credits taken in excess of 18 will be charged at the full current per credit rate.

For more information regarding the TE and CIC scholarship programs and for a complete listing of participating institutions, please visit their websites at:

www.tuitionexchange.org or www.cic.edu

Centenary University Tuition Exchange Liaison: Kristen Gast

Reminder and Disclaimer

Centenary University's selection of candidates eligible to pursue the TE/CIC Scholarship does not guarantee final acceptance at any participating tuition exchange program institutions. Centenary University reserves the right to modify or amend these guidelines at any time.

10/25/22