

**What is Tuition Exchange?**

Tuition Exchange (TE) is a nonprofit consortium of 580 colleges and universities, with participating institutions in 46 states, the District of Columbia, and the United Kingdom. As a member of the TE consortium, Elms College is able to offer the dependent children of eligible, full-time faculty and staff, the right to apply for a TE scholarship to enroll in full-time in an undergraduate program at other TE schools.

The fundamental principal of TE is exchange. Members benefit from the opportunity to send students on scholarship to other TE schools, and in turn, make a commitment to host an approximately equal number of students at their school. Each school determines the number of TE scholarships it will accept. Elms College offers a 4-year (8 semesters) TEP scholarship opportunity to qualified dependents of full-time faculty and staff. The number of scholarship opportunities awarded is determined annually based on our need to maintain a balance of the number of students we “export” to other TE schools, and the number of students we “import” to Elms College.

Who Is Eligible to Participate in the Program?

The Tuition Exchange Program is a scholarship program, not a fringe benefit. Each participating TE institution establishes its own policies concerning eligibility for the TE scholarship opportunity. At Elms College:

- Faculty and staff need to have a minimum of one (1) year of consecutive, full-time service at Elms College to be eligible to apply for a TE scholarship opportunity for their son or daughter.
- In order to apply for and receive TE scholarship opportunity, your son or daughter must meet the IRS definition of a qualified dependent.*
- The TE scholarship can only be used for a full-time, undergraduate program.

How to Apply

- Go to the TEP Inc. website www.tuitionexchange.org . Click on ‘Participating Institutions’ to review the list of TE schools and learn about their admission, financial aid and TE criteria.
- Complete an Employee Tuition Exchange Scholarship Application. This form is available in Human Resources (HR) and on the HR website: www.elms.edu/hr
- Submit the completed application to the TE Liaison Officer in Human Resources in October.
- Note: Submitting an application does not guarantee that you will receive a TE scholarship or that your child will be accepted for admission into the institution to which he or she applies.
- Your dependent child must apply for admission at each TE school he or she wishes to attend, and complete any required admission and financial aid forms/documents by the deadlines established by that school.
- Students should apply for admission simultaneously with the parent submitting an Employee TE Scholarship Application to Human Resources.

* See last page of this document for IRS Definition of a Qualifying Dependent Child
HR/mp/TuitionAssistancePrograms/TEPProgram-10/15/2008

Selection Process

Elms College uses the following criteria to select staff and faculty recipients of the TE scholarship opportunity:

- Number of years of consecutive, full-time employment at Elms College.
- If full-time faculty and staff TE applicants have worked an equal number of years at the College, the selection will be made by lottery.
- Students from families who have not previously received a tuition opportunity from the tuition assistance programs offered by the College, will be given priority over those who have previously received this opportunity, including those faculty and staff who have more years of service.
- Applicants who are not selected will be placed on a waiting list according to their seniority. In the event that a TE scholarship that's been awarded is not used, the employee at the top of the list would be notified by HR.
- If an Elms College TE applicant is not selected, he or she may re-apply the following year.

Re-Certification - Required Annually for TE Scholarship Recipients

When a TE scholarship is awarded, HR must recertify, annually, that the student continues to be eligible for the scholarship. We need to confirm enrollment, determine that the student is in good academic standing, and confirm that the student is meeting standards of exemplary conduct.

Re-certifications must be confirmed by Elms College's TE Liaison Officer at the end of each academic year. To recertify, the TE scholarship recipient must provide the TE Liaison Officer with a copy of his or her last transcript of grades. The Liaison Officer, in turn, must re-certify the student online with Tuition Exchange, Inc., so the scholarship can continue.

Elms College TE Scholarship Program Provisions

- TE scholarship applicants must fulfill all criteria for admission and meet deadlines as established by the school(s) they wish to attend.
- The student is responsible for all non-tuition expenses: room, board, fees, books, etc.
- Applicants who are selected for a TE scholarship opportunity, will be notified in writing by Human Resources in early December. Award notifications specify the scholarship value, the duration of the scholarship opportunity, and the requirements that must be met in order to continue receiving it.
- If you are a TE scholarship recipient, the TE school your child is accepted at will notify you/your child and the Elms College HR office, as to whether that school has accepted the child's TE scholarship.
- April 1 is the national deadline for notifications of acceptance/rejection of the TE scholarship.
- You must notify the TE Liaison Officer at the "importing" school as to whether you will accept the TE scholarship if that school offers it to you, and whether you plan to enroll at that school. Simultaneously, you also need to inform Elms College's TE Liaison Officer (HR Director) that you have accepted the TE scholarship at an importing school and that you plan to enroll at that school.
- The **maximum TEP scholarship given by Elms College is four (4) years** (8 semesters or equivalent) in length.
- Export approval from Elms College does not guarantee imports will be accepted for admission or have their TE scholarship accepted if admitted. Each school establishes its own admission standards and procedures, and establishes the number of TE scholarships it will accept.
- Elms College TE scholarship recipients must remain in good academic standing and maintain exemplary student conduct.
- If a parent's full-time employment terminates during a semester for which the student is receiving tuition remission, the tuition remission continues for the balance of the semester.

Special Note

The admission process for many schools can be quite competitive. Some schools have “rolling admissions” and slots fill up quickly. Some schools are particularly popular and draw thousands of applicants. In these instances, your son/daughter might think about applying for “early admission.”

To increase your chances of being able to use a Tuition Exchange scholarship, your son or daughter may want to consider selecting a couple of “safe” TEP schools to apply to, where he or she may feel more certain of their acceptance for admission.

What Does the TE Scholarship Cover?

Full tuition only for up to a maximum of four (4) years (8 semesters or equivalent). Other expenses such as room, board, fees, books, etc., are not covered by the TEP scholarship and are the responsibility of the students.

Is the TE Scholarship Taxable?

No. The IRS Tax Code excludes TE scholarships from your taxable income.

IRS Definition of a Qualifying Dependent Child

There are five (5) tests, as defined by the IRS that must be met for a child to be your qualifying child:

- Age
- Relationship
- Residency
- Support
- Special Test for qualifying child of more than one person

Age

- under age 19 or a full-time student under the age of 24 at the end of the year or any age and permanently and totally disabled

Relationship

- your son, daughter, stepchild, eligible foster child

Residency

- must have lived with you for more than half the year.

Support

- child cannot have provided more than half of his/her own support for the year. Scholarships received by a child who is a full-time student are not taken into account in determining the support.

Special Test – Qualified child of more than 1 person

- If your child is not a qualifying child for anyone else except your spouse with whom you file a joint return, **this test does not apply**. In most cases, a child of divorced or separated parents is the qualifying child of the custodial parent. Refer to IRS Publication 501 for additional information and rules.

For more information about the IRS definition of ‘Qualifying Child’ refer to IRS Publication 501 <http://www.irs.gov/publications/p501/>