

Employee Tuition Assistance Programs @ a Glance



The following tuition assistance programs are available to eligible employees at Elms College. The chart below summarizes key information about the programs and is intended as an informational tool only. For more detailed information, contact the appropriate Liaison Officer listed at the end of this chart or go to the Documents section on the Elms College Human Resources website www.elms.edu/humanresources

	Tuition Exchange Program TEP	Council of Independent Colleges Tuition Exchange Program CIC - TEP	Cooperative Tuition Exchange Program	Catholic Colleges Cooperative Tuition Exchange CCCTE	Tuition Waiver
Description	<ul style="list-style-type: none"> TEP is a nonprofit consortium of 580+ colleges & universities in 46 states, the District of Columbia, and the U.K. As a member of the consortium, Elms College is able to offer the dependent children of eligible, full-time employees, <u>the right to apply for a TE scholarship</u> to enroll full-time in an undergraduate program at other TE schools. The principal of the program is exchange. Members benefit from being able to send students on scholarship to other TE schools. In turn, we make a commitment to host/import an equal number of students. Each TE school needs to maintain a balance of "imports" and "exports." The decision to accept, reject, or wait list your child for a TEP scholarship, is made by the importing school. 	<ul style="list-style-type: none"> CIC-TEP is a national network of 350+ private, 4-yr. colleges & universities. As a member, Elms College is able to offer the dependent children of eligible, full-time employees the right to apply for a CIC-TEP scholarship to enroll full-time in an undergraduate program at a participating CIC-TEP institution. Host institutions import 3 new admissible CIC-TEP students each year and reserve 3 slots for CIC-TEP students until April 1. Unlike TEP, there's no limit on the number of CIC-TEP students who can export to other schools and there's no credit/debit balance of imports and exports that has to be maintained. The decision to accept, reject, or wait list your child for a CIC-TEP scholarship, is made by the importing school. 	<ul style="list-style-type: none"> Administered through the Council of Independent Colleges Tuition Exchange Program (CIC-TEP), the Cooperative Tuition Exchange Program provides the opportunity for qualifying dependent children of full-time faculty & staff to attend one of the local colleges listed below, tuition free. Members agree to accept a maximum of three (3) incoming students each year from all other member institutions. The current Cooperative Tuition Exchange Agreement made by the Presidents of all 5 participating schools is effective 7/1/11 – 6/30/16. The decision to accept, reject, or wait list your child for a CIC-TEP scholarship, is made by the importing school. 	<ul style="list-style-type: none"> Established in 1981, CCCTE, is a program of cooperative tuition exchange among over 50 Catholic colleges, that permits eligible, dependent children of full-time faculty and staff employed at participating Catholic colleges, to receive tuition remission benefits at member institutions. Member institutions may import a maximum of 5 CCCTE students per academic year over the number it exports to other schools. The decision to accept, reject, or wait list your child for a CCCTE scholarship, is made by the importing school. 	<ul style="list-style-type: none"> Eligible Elms College employees may enroll, tuition-free, in courses offered at the college during the fall/spring semesters and weekend/summer sessions. Nieces and nephews of Sisters of St. Joseph, who meet the IRS definition of a qualifying dependent child, are eligible for full tuition waivers for undergraduate courses. Elms College employees may be waitlisted if a course they wish to enroll in is oversubscribed. For complete details, refer to the Employee Tuition Waiver Policy which is available on the share drive (J) in the HR folder under Tuition Assistance Programs or go to Human Resources and request a copy of the policy.
Schools	Over 580 schools. See <i>Participating Institutions</i> on the TEP website: www.tuitionexchange.org	Over 350 schools. See <i>Participating Institutions</i> on the CIC website: www.cic.edu	<ul style="list-style-type: none"> AIC www.aic.edu Bay Path www.baypath.edu Elms College www.elms.edu Springfield College www.spfldcol.edu WNEU www.wne.edu 	Over 60 schools. See list on CCCTE website: http://www.cccte.org	Elms College

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Eligibility	<ul style="list-style-type: none"> · Applies to <u>Full-time faculty & staff only</u>. · <u>Full-time faculty & staff must have a minimum of one (1) year of consecutive, full-time employment</u> with Elms College in order to apply for a TE Scholarship opportunity for their son/daughter. · Dependent child must meet the IRS definition of a qualifying child. (see p.4). · Student must be accepted into and enrolled full-time in an undergraduate program. · Acceptance for admission doesn't guarantee that you will be awarded a TEP scholarship by the importing school. 	<ul style="list-style-type: none"> · Applies to <u>Full-time faculty & staff only</u>. · Full-time faculty & staff <u>must have a minimum of one (1) year of consecutive, full-time time employment with Elms College in order to apply</u> for a CIC-TEP scholarship opportunity for their son/daughter. · Dependent child must meet the IRS definition of a qualifying child (see p. 4). · Student must be accepted into and enrolled full-time in an undergraduate program. · Acceptance for admission doesn't guarantee that you will be awarded a CIC-TEP scholarship by the importing school. 	Same as CIC-TEP.	· Same as CIC-TEP.	<p>Full Time Employees</p> <ul style="list-style-type: none"> · Eligible to enroll tuition free in undergraduate or graduate courses <u>after being employed full-time for 6 continuous months at Elms College</u>. <i>Exception:</i> Nursing courses are restricted to matriculated Nursing majors. · Employee's spouse and dependent qualifying child* may enroll tuition free in <u>undergraduate</u> courses (see College of Nursing exceptions in the Provisions & Exceptions section p. 4) <p>Part-Time Employees</p> <ul style="list-style-type: none"> · Eligible after six (6) months of continuous, part-time employment at Elms College. <i>Exception:</i> Nursing courses are restricted to matriculated Nursing majors. · Must be in a non-temporary, regular part-time position that has a regular work schedule of at least 20 hours per week for a minimum of 38 weeks per year. · Eligible, part-time employees may enroll in undergraduate courses at Elms College <u>up to 12 credits per calendar year</u> tuition free.
Length	<ul style="list-style-type: none"> · Maximum length of an awarded TE scholarship is four (4) years. · The College reserves the right to determine each year the number of exports that will be allowed in order to maintain the required balance of imports and exports under TEP rules. 	<ul style="list-style-type: none"> · CIC-TEP tuition remission is for one (1) year. Generally, once the student receives CIC-TEP tuition remission, he/she gets it for subsequent years contingent on good academic standing/ conduct, and continued full time employment of the parent. The student MUST reapply each year (Dec 1st) for CIC-TEP tuition remission by submitting a new CIC-TEP application. 	Same as CIC-TEP.	Same as CIC-TEP.	A separate Tuition Waiver Form needs to be filled out and submitted to Human Resources <u>for each semester or session</u> in which you and/or your spouse/dependents plan to enroll in courses at Elms College.

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Deadline	<ul style="list-style-type: none"> · Student must submit completed Tuition Exchange Program Application to the Elms College TEP Liaison Officer no later than December 1st. · You are urged to <u>submit the application at the earliest possible date.</u> 	<ul style="list-style-type: none"> · CIC-TEP Application forms must be submitted to the Elms College CIC-TEP Liaison Officer by December 1st. · You are urged to <u>submit the application at the earliest possible date.</u> · Renewing CIC-TEP recipients must also submit an application to the Elms College Financial Aid Director each year by December 1st. 	Same as CIC-TEP.	Same as CIC-TEP.	Not applicable.
Provisions & Exceptions	<ul style="list-style-type: none"> · TE scholarship recipient must remain in good academic standing & maintain exemplary student conduct. · The tuition scholarship covers tuition only. Students are responsible for all non-tuition related expenses such as books, fees, room, board, etc. 	<ul style="list-style-type: none"> · CIC-TEP scholarship recipient must remain in good academic standing & maintain exemplary student conduct. · The tuition scholarship covers tuition only. Students are responsible for all non-tuition related expenses such as books, fees, room, board, etc. 	<ul style="list-style-type: none"> · Cooperative TE scholarship recipient must remain in good academic standing & maintain exemplary student conduct. · The tuition scholarship covers tuition only. Students are responsible for all non-tuition related expenses such as books, fees, room, board, etc. 	<ul style="list-style-type: none"> · CCTE scholarship recipient must remain in good academic standing & maintain exemplary student conduct. · The tuition scholarship covers tuition only. Students are responsible for all non-tuition related expenses such as books, fees, room, board, etc. · Free tuition, when granted, will continue only during the parent's full time employment at Elms College. If the parent terminates employment, the tuition waiver continues for the balance of the semester. 	<ul style="list-style-type: none"> · In the event of retirement, reduction in force, or separation due to disability, the tuition waiver will remain in effect until the end of the semester/period in which the employment status change occurred. · The tuition waiver covers tuition only. Students are responsible for all non-tuition related expenses such as books, fees, room, board, etc. <p><u>Exceptions : College of Nursing</u></p> <ul style="list-style-type: none"> · Employees who wish to enter the undergraduate nursing major must meet all admissions requirements. · Nursing major courses are not open to non-nursing majors. · Tuition waivers are not available for Nursing masters or doctoral programs.
<p><u>TEP, CIC-TEP, Cooperative Tuition Exchange, CCCTE</u>: Free tuition, when granted, continues so long as the parent is employed full-time at Elms College. If the parent terminates employment/reduces below full-time at the College, the tuition waiver continues only for the balance of the semester. In the event of the parent's death, the student may be allowed to continue the tuition benefit for the duration of the program he/she is currently enrolled in. <u>Elms College Tuition Waiver</u> - Free tuition, when granted, will continue only if the employee continues to employee eligibility criteria for the tuition waiver benefit.</p>					

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Renewal	<ul style="list-style-type: none"> · TE recipients must be recertified by Elms College's TEP Liaison Officer annually as being eligible to continue receiving the scholarship. · Student must submit a copy of his/her transcript to the Elms College TEP Liaison Officer at the end of each academic year. · Recertification is required in order to continue receiving the TE scholarship for the 2nd, 3rd, and 4th years of the TE scholarship award. 	<ul style="list-style-type: none"> · CIC-TEP tuition remission, when granted, is for one (1) year. · You must reapply each year by filling out a new CIC-TEP application form. · If you are rejected one year, reapply the following year. · Student must submit a copy of his/her transcript to the Elms College TEP Liaison Officer at the end of each academic year. 	Same as CIC-TEP.	Must be recertified by Elms College CCCTE Liaison Officer as being eligible to continue receiving the tuition benefit.	<ul style="list-style-type: none"> · A Tuition Waiver form <u>must be completed for each semester</u> or session in which the employee, his/her spouse, and/or dependent enrolls in classes at Elms College.
Liaison	Kristin Hmieleski Financial Aid Director 413-265-2303 hmieleskik@elms.edu	Kristin Hmieleski Financial Aid Director 413-265-2303 hmieleskik@elms.edu	Kristin Hmieleski Financial Aid Director 413-265-2303 hmieleskik@elms.edu	Kristin Hmieleski Financial Aid Director 413-265-2303 hmieleskik@elms.edu	Marie Phillips, HR Director 413-265-2303 phillipsmarie@elms.edu

Competition for Tuition Exchange Scholarships

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, or Tuition Remission under CIC-TEP, you should consider selecting a couple of "safe" TE, CIC-TEP, CCCTE schools to apply to, where your child is more certain of being accepted for admission.

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 dependent:

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

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Summary of the Application Process	<ol style="list-style-type: none"> 1. Go to TEP website www.tuitionexchange.org 2. Review 'Participating Institutions' & learn about their admissions & financial aid deadlines, and TEP criteria. 3. Student applies to TEP school(s) for admission and financial aid. 4. Employee fills out an Application for Tuition Exchange Scholarship, (available on the share (J) drive in the HR folder called Tuition Programs). 5. Submit completed Application to Human Resources for authorization you meet the full-time employee criteria. 6. Submit the authorized application to the TE Liaison Officer (Fin Aid Director) at Elms College no later than December 1. 7. Elms' TE Liaison Officer submits online TE Scholarship to the schools listed on the application form. 8. Importing TE school decides to accept/reject/wait list you. The decision is conveyed to the student and Elms' TE Liaison Officer. 9. Student notifies importing TE school of his/her decision to accept/reject the tuition scholarship opportunity if it's offered. 	<ol style="list-style-type: none"> 1. Go to CIC-TEP website www.cic.edu 2. Review "Participating Institutions' to learn about their admissions & financial aid deadlines, and CIC-TEP criteria. 3. Student applies to CIC-TEP school(s) for admissions and financial aid. 4. Employee fills out an Application for Tuition Exchange Scholarship (available on the share (J) drive in the HR folder called Tuition Programs). 5. Submit completed Application to Human Resources for authorization you meet the full-time employee criteria. 6. Submit the authorized Application to the CIC-TEP Liaison Officer (Fin Aid Director) at Elms College no later than December 1. 7. You should do steps 4 & 5 in the fall, prior to the academic year you are planning to enroll. DO NOT WAIT until the last minute to apply for CIC-TEP Tuition Remission. 8. Elms' CIC-TEP Liaison forwards your application to the importing school(s). 9. Importing school(s) decides whether to accept, reject, or wait list you. The decision is marked on the Application. One copy is returned to Elms' Liaison Officer, who in turn, notifies the employee of the decision. 9. Student must notify the host and the importing CIC-TEP school of his/her decision to accept/reject the tuition benefit if it's offered. 	<ol style="list-style-type: none"> 1. Student applies for admission & financial aid at the college they want to attend. 2. Employee fills out an Application for Tuition Exchange Scholarship (available on the share (J) drive in the HR folder called Tuition Programs). 3. Submit completed Application to Elms College CIC-TEP Liaison Officer no later than December 1st. 4. You should do steps 4 & 5 in the fall and NOT WAIT until the last minute to apply for CIC-TEP Tuition Remission. 5. Elms' CIC-TEP Liaison forwards your application to the importing school(s). 6. Importing school(s) decides whether to accept, reject, or wait list you. The decision is marked on the Application copy that's returned to Elms' Liaison Officer, who in turn, notifies the employee of the decision. 7. Student must notify the host and the importing Cooperative Tuition Exchange school of his/her decision to accept/reject the tuition benefit if it's offered. 	<ol style="list-style-type: none"> 1. After being accepted for admission at the CCCTE school, the student completes a CCCTE Certification Agreement form plus the \$25 fee, to his/her home campus liaison officer. 2. Elms' CCCTE Liaison Officer forwards the form to the liaison officer at the host institution. 3. Host institution notifies Elms' CCCTE Liaison Officer of the decision to accept or reject the CCCTE application. 4. Elms' CCCTE Liaison Officer forwards the fee to the CCCTE Treasurer. 5. Student must notify the host and the importing CCCTE school of his/her decision to accept/reject the tuition benefit if it's offered. 	<ol style="list-style-type: none"> 1. Obtain a Tuition Waiver Form from the share drive (J) HR folder under 'Forms.' 2. Fill out the form completely. If the course(s) meets during working hours the supervisor must also review and sign the request to take courses. 3. Bring the form to HR for signature authorization. 4. Bring the signed form to Financial Aid for processing.