Tuition Exchange Programs Policy & Procedure Guide for Prescott College Employees (Please note, this is separate from Tuition Waiver for Employees which is announced annually via email from HR, and separate from Exchange Programs for Students, such as Eco League)

Eligible Prescott College employees may apply for scholarship opportunities under two different Tuition Exchange Programs. These scholarships are not benefits; they are awarded based on multiple variables within the program. This document, written in Q & A format, is to explain policy and procedures for both. Where necessary, it is specified which program the information relates to. If it is not specified, then the information is for both programs.

Q: What are the two different Tuition Exchange Programs?

1. Council of Independent Colleges Tuition Exchange Program (CIC-TEP)

The CIC-TEP is a network of CIC colleges and universities willing to accept tuition-free students from families of full-time employees of other CIC-TEP institutions. There is no limit to the number of exports that a school may approve.

A list of participating independent colleges and universities:
http://www.cic.edu/Programs-and-Services/Tuition-Exchange-Program/Pages/About-TEP.aspx
CIC-TEP more information:
http://www.cic.edu/Programs-and-Services/Tuition-Exchange-Program/Pages/CIC-TEP-Frequently-Asked-Questions.aspx

2. The Tuition Exchange (TTE)

The Tuition Exchange includes over 630 participating schools. These colleges and universities may set their own cap for how much tuition is covered by the scholarship, and it requires that each participating institution maintains an import/export balance. This means that the exporting school may be limited as to how many applications (if any) they can approve in a given year.

A list of participating independent colleges and universities can be found here.
http://www.tuitionexchange.org/vnews/display.v/SEC/Families%7CMember%20Schools

http://www.tuitionexchange.org/vnews/display.v/ART/529f935a8e4ff

Q: Who is an eligible employee?

- Employee must be full time, regular, benefit eligible
- Minimum active benefit status for at least one anniversary year

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Q: Who is eligible to apply for the scholarship?

- Eligible employee,
- Spouse or domestic partner of an eligible employee,
- Dependent children (based on the IRS definition of dependent children) of employee.

Q: How do I apply?

1. Notify the Tuition Exchange Liaison at Prescott College of your intent to apply.
2. Research schools the applicant wants to consider for admission. Follow their admission application process, while simultaneously completing their application process for tuition exchange. This is typically handled through the Admissions office as well.
3. Complete the Application for Prescott College Export Sponsorship for Tuition Exchange Program.

Q: When should I apply?

3. Notify the Tuition Exchange Liaison as soon as you start thinking about it – even if it’s five or more years out yet. Start looking at participating institutions as early as you like.
4. Follow the participating institutions admissions and tuition exchange application processes and deadlines.
5. Complete the Application for Prescott College Export Sponsorship for Tuition Exchange Program prior to January 15 of the academic year you are applying.
6. Typical application time is one year prior to the term the applicant intends to enroll in College.

Q: What does import and export mean?

- The export school is the school where the eligible employee is employed.
- The import school is the school where the applicant is applying for acceptance to enroll.
- An import/export balance is required for the TTE program. Participating schools must enroll TTE students in order to be able to export employee (and dependents).
- CIC-TEP requires that participating schools must import at least three new admitted students who apply for CIC-TEP each year. There is no limit to how many can apply. This means that for many schools, they turn away applicants due to high demand.

Q: If I am approved by both Prescott College for sponsorship and by the importing school for admission and the benefit, what might cause the applicant to lose this scholarship?

- The employee must maintain full-time status to continue to be eligible for tuition benefits.
- If an employee terminates employment, or falls below full-time status, the benefit ceases at the end of the semester.
• If termination occurs prior to the start of the academic year, or falls below full-time status, no tuition benefits will be awarded.
• The student, once enrolled, must meet academic progress requirements and other standards as set by the importing school to maintain eligibility of the scholarship.

Q: **What are my chances of getting approved?**

• Some schools accept CIC-TEP students on a first-come, first served basis and receive many more requests than they can accommodate. Acceptance is determined by the host institution and is not guaranteed. Prescott College will sponsor all eligible applicants for CIC-TEP.
• TTE is limited by the import/export balance. In a year when we have more applications than available slots, the applications will be ranked based on criteria that would potentially include length of service, wait list (which is why you want to tell the Liaison early of your intent), number of applications per employee.

Q: **How much does the scholarship cover?**

• For CIC-TEP, tuition exchange covers full tuition less federal student aid grants for up to eight full time semesters.
• For TTE, tuition exchange may vary as schools have the option to cap how much tuition is covered. Check participating schools for details. This is also available for up to eight full time semesters.
• Neither program covers fees, housing or other direct charges.