

STOCKTON UNIVERSITY



PROCEDURE

Tuition Exchange Program

Procedure Administrator: Chief Enrollment Management Officer

Authority:

Effective Date: November 17, 2015; August 15, 2019

Index Cross-References:

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Approved By: Harvey Kesselman, President

The Stockton University Tuition Exchange (TE) Program provides eligible dependents of eligible full-time faculty and staff with the ability to exchange access to scholarships with participating Tuition Exchange Program institutions. [The Tuition Exchange Inc. \(TE\)](#) facilitates a scholarship exchange program that includes more than 600 colleges and universities. Members include public as well as private institutions, research and doctoral universities, liberal arts colleges, and comprehensive universities. Click here to [view a complete list of member institutions](#).

Tuition Exchange is not a Stockton benefit that is automatically awarded. Each member institution must maintain a reasonable balance between "imports" (students attending the institution as part of the TE program) and "exports" (eligible dependents enrolled at another institution as part of the TE program). Each member institution sets its own eligibility standards and determines how many TE scholarships will be offered. Neither the acceptance at member institutions nor the award of Tuition Exchange is guaranteed under the TE program. For this reason, employees are encouraged to view TE as one of their many options in funding their child's education, rather than their sole option.

Export Procedure

Employee Eligibility

All full-time staff and faculty who have completed one full year of service may apply to participate in the program.

- Separated employees - If an employee leaves Stockton University, other than because of death, and has a child on a TE scholarship, the award expires at the end of the semester. If an employee dies and has a child on a TE scholarship, the child is eligible for up to the maximum of 8 semesters as long as all other requirements are met.
- In cases where both parents are eligible employees, they cannot combine the

scholarships.

Family Member Eligibility

Tuition eligibility is limited to dependent unmarried children, including adopted children and stepchildren, who have not earned an undergraduate degree. They must meet the federal government's definition of "dependent" as used when applying for financial aid, which includes among other criteria that the proposed student must be under age 24 and unmarried. Recipients must also be dependent upon the eligible employee for support as defined by the Internal Revenue Service Code, i.e. biological, adopted, stepchild, legal ward or joint custody of a child. In addition, the recipient must meet the following criteria:

- meet the admission requirements of the importing college/university,
- be a candidate for first undergraduate degree, and
- be a full-time, undergraduate, matriculated student at the importing college/university.

Employees are only eligible to receive the Tuition Exchange scholarship for one dependent.

Scholarship Coverage

TE scholarships are set at a maximum of 8 semesters per eligible applicant and are renewable each year. Scholarship recipients must remain in good standing (not on probation or suspension) at all times with the institutions that they are attending in order to retain the scholarship.

TE scholarships are for tuition only and do not cover room and board, books, or other fees. The amount of tuition covered is set by the importing school.

Number of Scholarships Available

The Tuition Exchange program is based on an import/export exchange. In order for Stockton University to send our employees' dependents to participating colleges and universities, we must maintain a balance of imports to these exports. Each fall the Tuition Exchange Administration calculates each institution's balance and determines if it is in "good standing," "on alert," or "on restriction." Stockton University may limit the number of Tuition Exchange exports in the program to three students per year, i.e. at any given time the maximum number of students enrolled in the program is no more than 12. Stockton University reserves the right each year to increase or decrease the number of applicants to maintain balance and prevent placing the University on alert or on restricted status.

The Office of Admissions in consultation with the Office of Human Resources is responsible for determining scholarship eligibility according to the following selection process:

- If the number of applicants is equal to or less than the number of TE scholarships available, each eligible dependent will be given the opportunity to apply for a TE scholarship at TE member institutions. The receiving TE institution makes all decisions

concerning how many TE scholarships it will award and whether to accept a student based on its admissions criteria.

- If the number of applicants exceeds the number of TE scholarships available, recipients will be selected as follows: two-thirds (2/3) of the scholarships will be selected based on the length of service (University seniority) at Stockton, this number to be evenly divided between the faculty and staff to the extent that the application representation allows. The remaining one-third (1/3) of the scholarships will be determined based on a lottery of all remaining applicants.
- A waitlist will be developed of those not selected. If an employee's dependent has been selected to receive a TE scholarship and subsequently chooses not to participate in the program, the scholarship will be offered to another dependent who will be selected in the same way, under the same criteria, as the individual declining the scholarship, i.e. by seniority or lottery, until the TE scholarship is accepted or the list of applicants is exhausted.

Applying for a Tuition Exchange Scholarship

Applications for a Tuition Exchange scholarship must be made to the Chief Enrollment Management Officer by no later than September 15th of the year prior to the student's intended enrollment at any institution participating in the TE program. Determination of eligibility will be made by September 30th.

Import Procedure

To be determined by Enrollment Management/Financial Aid. Please note that the Office of Admissions monitors Tuition Exchange applications and marks them appropriately in the Recruit CRM system during the recruitment cycle to track the applications received for Tuition Exchange eligible applicants.

Note: Stockton University's participation in the Tuition Exchange Program is subject to approval by the Tuition Exchange Organization and can be revoked at any time.

Review History:

	Date
Chief Enrollment Management Officer	06/26/2019
General Counsel	08/01/2019
Cabinet	08/15/2019
President	08/15/2019