

# Saint Joseph's College

## Policy Manual

**Human Resources**  
**Section Name:** Benefits  
**Section Number:** 10.21  
**Effective Date:** 1/1/2019

**SUBJECT:** Tuition Exchange

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### **PURPOSE:**

The College is a member of two national scholarship exchange programs for institutions of higher education: The Tuition Exchange Inc. (TE), and the Council of Independent Colleges (CIC). Both are headquartered in Washington, D.C. Each organization consists of a network of over 500 mostly private colleges in the United States and exists to offer tuition reimbursement for the dependent child(ren) of full-time college employees.

Each member institution determines eligibility criteria for students it “exports,” and also sets criteria including the value of its scholarship for those students who are accepted or “imported.” Member institutions according to their own criteria award TE and CIC scholarships. The Tuition Exchange, Inc. (TE) program requires a proper balance between “imports” and “exports,” and restricts institutions whose record shows excessive exports.

### **POLICY:**

Saint Joseph's College Export Policy

#### **1. CIC**

- a. Eligibility: The program is available only to full time faculty, administration and staff who have completed one year of uninterrupted service with the College by the enrollment date of the sponsored dependent child(ren). Employees must continue to be employed full time by Saint Joseph's College for the full duration of the tuition exchange period in order for the benefits to continue.

Dependent Child(ren) are defined for this purpose as those claimed for federal income tax purposes. IRS Eligible Dependent Definition: The student must be claimed as a “qualifying child” and meet all (5) five tests:

- i. Relationship,
- ii. Age,
  1. To meet this test, a “Qualifying Child” must be:
  2. Under age 19 at the end of the year and younger than you (or your spouse if filing jointly),

3. A student under age 24 at the end of the year and younger than you (or your spouse if filing jointly), or
4. Permanently and totally disabled at any time during the year, regardless of age.

- iii. Residency,
- iv. Support, and
- v. Joint return

The scholarships are limited to full time undergraduate study for the nine-month on-campus program only. **NOTE:** scholarships may not be available for part-time study, graduate school, distance education degree programs or study abroad.

- b. Duration and Coverage: The College does not restrict the number of exports authorized under this program. Authorization is granted on a year-by-year basis. Students renewing their CIC scholarship must meet College eligibility guidelines anew each year and be recertified by the Assistant Director of HR/College Liaison Officer. The SJC TE/CIC Application/Dependent Certification form and a copy of your federal tax return (tax year used to complete the FAFSA for that academic year) listing the student as a “qualifying child” must be submitted by October for the next academic year.

## 2. TE

- a. Eligibility: The program is available only to full time faculty, administration and staff who have completed four years of uninterrupted service with the College by the enrollment date of the sponsored dependent child(ren). Employees must continue to be employed full time by Saint Joseph’s College for the full duration of the tuition exchange period in order for the benefits to continue.

Dependent Child(ren) are defined for this purpose as those claimed for federal income tax purposes. IRS Eligible Dependent Definition: The student must be claimed as a “qualifying child” and meet all (5) five tests:

- i. Relationship,
- ii. Age,
  1. To meet this test, a “Qualifying Child” must be:
  2. Under age 19 at the end of the year and younger than you (or your spouse if filing jointly),
  3. A student under age 24 at the end of the year and younger than you (or your spouse if filing jointly), or
  4. Permanently and totally disabled at any time during the year, regardless of age.
- iii. Residency,
- iv. Support, and
- v. Joint return

The scholarships are limited to full time undergraduate study for the nine-month on-campus program only. **NOTE:** scholarships may not be available for part-time study, graduate school, distance education degree programs or study abroad.

- b. Duration and Coverage: Because the College must balance the number of TE students it “exports” with those it “imports” or enrolls at the College, there may be a limited number of export scholarships available. The actual number of TE scholarship semesters granted in any year also depends upon the status of the export/import record of the College. If there is an export scholarship slot available, the TE benefit will be eight semesters. Students renewing their TE scholarship must meet College eligibility guidelines anew each year and be recertified by the Assistant Director of HR/College Liaison Officer. The SJC TE/CIC Application/Dependent Certification form and a copy of your federal tax return (tax year used to complete the FAFSA for that academic year) listing the student as a “qualifying child” must be submitted by October for the next academic year.

## **PROCEDURE:**

### Saint Joseph’s College Export Procedure

Interested employees should visit the websites of Tuition Exchange, Inc. ([www.tuitionexchange.org](http://www.tuitionexchange.org)) and Council of Independent Colleges ([www.cic.org](http://www.cic.org)) to see the list of participating schools. Identify the schools to which you plan to apply for admission.

#### I. Initial Application Timetable

1. During September/October of the senior year in high school, candidates should meet with the Assistant Director HR/College Liaison Officer or attend the fall informational meeting to obtain information about the TE/CIC scholarships program.
2. Candidates must submit the SJC Preliminary Application/Dependent Certification for TE/CIC scholarships to the Human Resources Office by October of that year. Before your tuition exchange application is approved for processing, a copy of your federal tax return (tax year used to complete the FAFSA) listing the student as a “qualifying child” will need to be submitted to Human Resources with the SJS Preliminary Application/Dependent Certification.
3. The SJC Preliminary Application/Certification Form will be reviewed for approval by Assistant Director of HR/College Liaison Officer.
4. Once approved, employees must submit online applications to any institutions under the TE scholarship program. The Assistant Director of HR/College Liaison Officer submits online applications to those under the CIC scholarship program.

a. **Note:** Saint Joseph's Certification only confirms that you and your dependent child(ren) have meet eligibility requirements to receive the TE/CIC benefit. **(Each importing college has its own guidelines for awarding the scholarship.)**

5. After October, additional Colleges applied to may be added by notifying the Assistant Director of HR/College Liaison Officer.
6. December through June importing institutions will approve or deny the scholarship.
7. By June 30, all candidates should submit the TE/CIC scholarship acceptance form to the Assistant Director of HR/College Liaison Officer. This form will indicate the college to be attended and the amount of the TE/CIC scholarship awarded by the importing institution.