

# Saint Joseph's College

## Tuition Exchange Export Procedure

### 2022

1. Interested employees should visit Tuition Exchange (<http://www.tuitionexchange.org>) and the Council of Independent Colleges (<http://www.cic.edu>) websites to identify colleges of interest.

#### 2. Initial Application Timetable

- a. During *September* of the senior year in high school, interested employees should attend the fall informational meeting or contact with the Assistant Director of HR/College Liaison Officer to obtain information about the availability of TE/CIC scholarships.
- b. Information and applications packets will be distributed from the Human Resource Office. Candidates must submit the SJC Preliminary Application, Dependent Certification and copies of their previous year's income tax return by ***October 15, 2022***. **Make sure to note the State next to each college on the application form. Please report to me any changes to the original application (add/delete) as soon as possible.** After this deadline, applications will be reviewed on a case-by-case basis including the time they are submitted.
- c. The Assistant Director of HR/College Liaison Officer will prioritize all applications and determine final certifications.
- d. *Complete an online EZ-App through Tuition Exchange (link is posted on the HR website under Tuition Exchange).*
- e. Notification by HR if your application for participation in the program was not approved.
- f. *Home/exporting Liaison Officer will process and send CIC applications (only, TE are completed by sponsoring employee) to host/importing institutions.*
- g. Follow normal admission application process with the host/importing institution.
- h. Students and home/exporting Liaison Officer will be notified by the host/importing institution of the status of the application.
- i. The tuition amount is set by the host/importing institution.
- j. **Students MUST remain in good academic standing.**
- k. October through June importing institutions will approve or deny the scholarship. **The institution providing the scholarship sets the criteria. Saint Joseph's College just approves your eligibility.**
- l. By June 30<sup>th</sup>, all candidates should submit to the Human Resource Office the TE/CIC acceptance form. This form indicates the college to be attended and the amount of the scholarship awarded by the importing institution.

#### 3. Recertification Application

The SJC TE/CIC application form must be submitted to the Office of Human Resources by ***October 15<sup>th</sup>*** for the next academic year

#### 4. Certification of Applications for Tuition Exchange

The official Application/Recertification Form will be reviewed and prioritized by the Tuition Exchange Committee. You will be notified of its final approval.

If approved, the certification form will be sent to the importing institutions. **NOTE:** Saint Joseph's Certification only confirms eligibility to receive TE/CIC benefit. **Each importing college has its own guidelines for awarding this scholarship.**