

Saint Joseph's College

Tuition Exchange Export Procedure 2025

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 Director of HR/College Liaison Officer to obtain information about the availability of TE/CIC scholarships.
- b. A virtual Informational Session will be held mid-September. Candidates must submit the SJC Preliminary Application and copies of their 2024 income tax return by ***October 17, 2025***. **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 Director of HR/College Liaison Officer will prioritize all applications and determine final certifications.
- d. Notification by HR if your application for participation in the program ***was*** not approved.
- e. *Complete an online EZ-App through Tuition Exchange or the CIC-TEP Student Application (links are posted on the HR website under Tuition Exchange).*
- f. Follow normal admission application process with the host/importing institution.
- g. Students and home/exporting Liaison Officer will be notified by the host/importing institution of the status of the application. **NOTE:** Saint Joseph's Certification only confirms eligibility to receive TE/CIC benefit. **Each importing college has its own guidelines for awarding this scholarship.**
- h. The tuition amount is set by the host/importing institution.
- i. **Students MUST remain in good academic standing.**
- j. October through June importing institutions will approve or deny the scholarship.
- k. By June 30th, 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 17th*** for the next academic year