



PROCEDURE

Tuition Exchange Program

Procedure Administrator: Chief Enrollment Management Officer
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Approved By: Dr. Harvey Kesselman, President

The Stockton University Tuition Exchange (Tuition Exchange) Program provides eligible dependents of eligible full-time faculty and staff with the ability to exchange access to scholarships with participating Tuition Exchange (TE) Program institutions. The Tuition Exchange Inc. (TE, Inc.) facilitates a scholarship exchange program that includes more than 600 colleges and universities worldwide, including public as well as private institutions, research and doctoral universities, liberal arts colleges, and comprehensive universities.

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 annually. Neither the acceptance at member institutions nor the award of Tuition Exchange is guaranteed under the TE Program. For this reason, employees should view TE as one of their many options in funding their dependent student's education, rather than their sole option.

I. EXPORT PROCEDURE AND ELIGIBILITY:

All full-time staff and faculty who have completed one full year of service may apply to participate in the program. In cases where both parents are eligible employees, they cannot combine scholarships.

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.

Only one dependent per employee is eligible to receive the Tuition Exchange scholarship.

II. SCHOLARSHIP COVERAGE:

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

Tuition Exchange 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.

III. NUMBER OF AVAILABLE SCHOLARSHIPS:

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 the institution is in "good standing," "on alert," or "on restriction." 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, e.g. Stockton University may limit the number of Tuition Exchange exports in the program to three students per year. At any given time the maximum number of students enrolled in the program is capped at 12 participants.

Stockton's Office of Admissions, in consultation with the Office of Human Resources, determines scholarship eligibility, according to the following selection process:

- If the number of applicants is equal to or less than the number of Tuition Exchange scholarships available, each eligible dependent will be given the opportunity to apply for a Tuition Exchange scholarship at member institutions. The receiving Tuition Exchange institution determines how many Tuition Exchange scholarships it will award and whether to accept a student based on its admissions criteria.
- If the number of applicants exceeds the number of Tuition Exchange scholarships available, recipients will be selected as follows: two-thirds (2/3) of the scholarships will be selected based on length of service (University seniority) at Stockton, with 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 from those applicants not selected. If an applicant has been selected to receive a Tuition Exchange scholarship and

subsequently chooses not to participate in the program, the scholarship will be offered to another applicant by seniority or lottery, until the Tuition Exchange scholarship is accepted or the list of applicants is exhausted.

IV. APPLICATION PROCESS:

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

V. IMPORT PROCEDURE:

The Division of Enrollment Management monitors Tuition Exchange applications and marks them appropriately in the Admissions CRM system during the recruitment cycle to track the applications received for Tuition Exchange eligible applicants.

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

VI. LIMITATIONS:

LEAVE OF ABSENCE: Unless prohibited by law, participation in the Tuition Exchange Program will cease during an employee's leave of absence that is one month or longer in duration. If an employee is placed on unpaid leave for failure to comply with University policies or procedures, then the employee will be ineligible for the Tuition Exchange Program and tuition exchange benefits will be immediately suspended and the employee will be responsible for pro-rated tuition costs fees.

SEPERATED EMPLOYEES: If an employee leaves Stockton University, other than because of death, and has an eligible dependent student on a TE scholarship, the award expires at the end of the semester in which the dependent is enrolled, so long as the employee was not on unpaid leave referenced above.

DEATH OF AN EMPLOYEE: If an employee dies and has a dependent on a TE scholarship, the dependent is eligible for up to the maximum of 8 semesters as long as all other requirements are met.

Review History:

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General Counsel	08/30/2021
Cabinet	09/02/2021
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