

# Guidelines for the Tuition Exchange (TE) Program at Stonehill College

Tuition Exchange (TE) is a scholarship program open to dependent children of eligible Stonehill College employees. Stonehill participates in this program to provide a wider range of educational opportunities for employee dependents than those offered through the established on-campus tuition remission and Holy Cross College Tuition Exchange programs. Under the TE option, eligible dependents of employees may apply for tuition scholarships at more than 500 other TE member institutions nationwide. Since the number of Stonehill TE exchanges in any academic year is limited, however, recipients are selected on the basis of prioritized eligibility criteria described within these guidelines. For a list of participating colleges, visit [www.tuitionexchange.org](http://www.tuitionexchange.org).

## **Who is eligible to apply for a TE Scholarship?**

To apply for a TE Scholarship on behalf of a dependent child, an employee must be a member of the faculty, staff, or administration who is eligible for the full tuition remission benefit at Stonehill College. Religious who qualify for full Apostolic Remission for nieces/nephews are also eligible to apply. This eligibility also extends to disabled, retired, or deceased employees' dependents who remain qualified for full tuition remission at Stonehill. Exceptions made for the on-campus remission do not apply to TE, however.

## **When and how do I apply?**

Applications for the fall semester must be submitted by 4:30 p.m. on the preceding November 3<sup>rd</sup>. The application process requires that Human Resources be provided with information about the employee, the student, and the institution(s) at which the student wishes to be considered for a TE Scholarship. A form for this purpose is available in Human Resources, Old Student Union Bldg.; it may also be downloaded from the College website but cannot be completed online.

## **Who qualifies as an eligible dependent?**

An eligible dependent is a natural or adopted child who is less than 24 years old, is not married, is not a ward of the court, is not a veteran, is not a graduate or professional student, and does not have a child of his/her own.

## **What are acceptance/enrollment/academic standards?**

- The student must be accepted on his or her own merit by the institution at which (s)he wishes to use a TE Scholarship (the host institution).
- The student must be enrolled full-time as defined by the host institution.
- A student who has previously attended a post-secondary institution must have a cumulative grade point average of at least 2.0 after the first year of college attendance and at least 2.3 for each subsequent year of college attendance. The student is required to submit an official transcript to verify that (s)he is making satisfactory academic progress.

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# Tuition Exchange (TE) Program Guidelines (cont.)

## What are the prioritized selection criteria?

1. **Filing on time.** The application deadline for new and renewal TE Scholarships is the November 3 prior to fall enrollment. No action can be taken on any application received after that date until all timely applications have been acted upon.
2. **Second-year guarantee.** Priority is given to an employee whose dependent child received his/her first (and only) TE Scholarship in the immediately-preceding academic year, guaranteeing each recipient at least two years of TE Scholarship eligibility.
3. **Seniority.** The next priority is the seniority of the eligible employee. Length of full-time continuous service is based on the date of hire for a non-contract employee and, for a contract employee, on the start of the academic period for which the initial contract is signed. Length of service for a disabled, retired, or deceased employee is limited to the period of active, full-time employment.
4. **Renewal.** Priority is then given to an employee applying for a third- or fourth-year renewal of a TE Scholarship at the same host institution.

## What limitations currently apply to the TE Program?

- Eligibility is limited to 8 semesters or the course credit equivalent of TE Scholarship per employee's eligible child.
- If, for voluntary or involuntary reasons, an eligible employee ceases to work for the College after a student's TE Scholarship has been certified by Stonehill and finalized by the host institution, the Scholarship is guaranteed for 1 semester only. If the semester is in progress, the Scholarship will not be renewed for the next semester.
- This Scholarship may not be transferable to study abroad programs or foreign and domestic internships.

## Where can I get more information?

- on the Tuition Exchange website at [tuitionexchange.org](http://tuitionexchange.org)
- in Human Resources, Old Student Union building, Second Floor, 508-565-1105

