



TUITION EXCHANGE POLICY

GENERAL INFORMATION

Commencing with the 2016-17 academic year, Trinity College is a member of the Tuition Exchange, Inc., a consortium of over 660 colleges and universities that offer scholarships to the dependents of eligible employees at member institutions. As a member of the consortium, Trinity has agreed to maintain a balance between the number of dependent students certified for participation in the program (“exports”) and the number of Tuition Exchange (TE) Scholarships awarded to admitted Trinity students certified by other member institutions (“imports”). Per our agreement, the College may make commitments to export three students annually and a total of twelve students over a four year period. Tuition Exchange Scholarships are competitive and not guaranteed. *Dependent students who are certified for participation by Trinity (“exports”) are only eligible to apply for TE Scholarships at other member institutions and are not guaranteed either admission to a member institution nor the award of a TE Scholarship, even if the student is admitted.* It is important to understand that each member institution uses its own criteria to determine the selection of recipients and the value of the TE Scholarship.

The Trinity College Tuition Exchange program provides dependents of eligible full-time Staff members with an opportunity to apply for TE Scholarships at participating member institutions. *Due to the limited number of export commitments allowed each academic year (currently three), not all TE applications will result in certification for participation in the program.* The selection process is based on the seniority level of all applying eligible employees. To be considered an eligible employee, one must be a full-time Staff member with a minimum of three years of continuous service as of November 1st in the year prior to the academic year for which the TE Scholarship is requested.

Tuition Exchange member institutions agree to provide TE Scholarships in the amount of tuition or the annual set rate as determined by the Tuition Exchange, Inc. For the 2017-18 academic year, the annual set rate is \$35,000. Students who are admitted to Trinity and offered a TE Scholarship (“imports”) will receive the annual set rate award. Any difference between the Tuition Exchange Scholarship and the actual costs of tuition, fees, room and board, must be paid by the student's family or covered by other sources, if eligible and available. Trinity will only certify for participation (“exports”) and award TE Scholarships (“imports”) for a maximum of eight (8) semester units or the completion of the baccalaureate degree, whichever comes first.

Per College policy, Trinity will certify for participation (“exports”) and award TE Scholarships (“imports”) for undergraduate study only. Exports and Imports will not be allowed for graduate or professional study, non-degree study, or work toward a second undergraduate degree. Summer session programs are also excluded. TE Scholarship recipients must remain in good personal, academic and financial standing with the institutions they are attending. If the recipient does not

meet these standards, then the student will no longer be eligible to participate in the TE Scholarship program.

ADDITIONAL CONDITIONS

The TE benefit itself is not taxable. However, Federal tax law requires that all scholarships or grants which exceed the cost of tuition, fees, and books - such as scholarship for room or board - are taxable. For more information please consult your tax advisor.

In the event that a Trinity employee ceases to be employed by the College while his/her dependent is receiving a TE scholarship, the student will be permitted to complete the academic semester, but at the conclusion of that academic semester Trinity will no longer certify the student for participation in the TE program.

Dependent children of eligible Staff members who die while employed at the College shall remain eligible for certification in the TE Scholarship program for a maximum of eight (8) semester units or the completion of the baccalaureate degree, whichever comes first. To be eligible, dependent children of deceased employees must have 1) begun their course work before the employee's death, or 2) be officially enrolled at the participating TE institution at the time of the employee's death.

If the Trinity employee should become ineligible or the dependent student withdraws from the participating TE institution while receiving the TE Scholarship, the student must inform the Trinity Tuition Exchange Liaison Officer (TELO) within 30 days. *Failure to notify the Trinity TELO within 30 days may result in permanent forfeiture of participation in the TE program.* Currently, Beth Iacampo, Director of Human Resources, is serving as the TELO for Trinity College.

If both parents and/or guardians of the dependent student are Trinity Staff members, they may not combine their years of service for purposes of determining eligibility for participating in the TE program. However, each Staff member retains his/her right to independently apply and participate in the program.

The maximum number of eligible dependents per Trinity employee is two. If an eligible employee presently has one dependent receiving a TE Scholarship, additional eligible dependents will be rank ordered below the last eligible applicant until the sibling's slot becomes available.

Dependents eligible for Faculty dependent tuition benefits are not eligible for TE Scholarships.

RECERTIFICATION

Although the College's certification of a dependent ("export") for participating in the Tuition Exchange Scholarship program is given with the intention that the student will hold the award for eight (8) semesters, the student's eligibility must be re-certified by Trinity's TELO each academic year. The eligible Staff member must submit the Re-certification and Renewal Form to the TELO no later than January 15th of each year. The student must also confirm with the Trinity Liaison Officer that the notification has been sent.

TUITION EXCHANGE PROCESS & APPLICATION PROCEDURES

It is important to adhere to all application procedures and meet all application deadlines associated with both the Tuition Exchange HOME school and the HOST school.

For Exports from Trinity College:

HOME school: Trinity College is the HOME school for the dependents of eligible Trinity employees. These dependent students are known as “exports” from Trinity College. Tuition Exchange (TE) applications will be available by October 15th of the year prior to the academic year of enrollment. TE applications must be completed and submitted to the Trinity College Financial Aid Office by November 15th for priority consideration. TE applications will be accepted after November 15th but will only be considered for certification on a space-available basis.

HOST schools: The HOST schools are the TE member institutions where the dependents of eligible Trinity employees will attend. These dependent students are known as “imports” to the HOST schools. HOST schools will have their own deadlines for submitting admissions applications and financial aid applications. Students are responsible for adhering to all application deadlines and procedures.

For Imports to Trinity College:

Trinity College is the HOST school for dependents of employees who are employed at other TE member institutions. These dependent students are known as “imports” to Trinity College. Import TE applications must be submitted to Trinity by January 15th. Note that Trinity’s admissions application deadline is January 1st (November 1st for Early Decision 1).

ELIGIBILITY CRITERIA FOR DEPENDENTS OF ELIGIBLE TRINITY EMPLOYEES

Dependents of eligible Staff employees must meet the following criteria:

1. must qualify as an *eligible dependent* of an eligible staff employee (an eligible dependent is a dependent 1) born to the Trinity employee, 2) adopted by the Trinity employee or 3) that have the Trinity employee as legal guardian prior to the commencement of the academic year); and
2. must have met the established requirements for admission to the participating Tuition Exchange institution; and
3. must, once admitted, continue to meet any existing requirements to maintain satisfactory academic progress at the participating Tuition Exchange institution; and
4. must not have reached his/her 25th birthday prior to the first day of classes for the term for which the Tuition Exchange Scholarship is sought.

APPLICATION PROCEDURES FOR DEPENDENTS OF ELIGIBLE TRINITY EMPLOYEES

The receipt of a Tuition Exchange Scholarship depends on:

1. receiving certification for participation in the TE program from Trinity College; and

2. being admitted to the participating TE member institution; and
3. receiving an offer of a TE Scholarship from the TE member institution.

In order to be eligible to receive TE certification from Trinity, the eligible Trinity staff employee must submit a TE Application on behalf of his/her dependent student to the Financial Aid Office at Trinity College. The application must be accompanied by a copy of the employee's most recent federal tax return. Financial information may be blacked out for privacy. **The complete Tuition Exchange Application is due to the Human Resources Department by November 15th.** Once an application is approved for participation, Trinity's TELO will send a confirmation letter to the dependent student indicating that the application has been submitted to the selected schools.

NOTE: Certification for participation in the TE program by Trinity College does NOT qualify a student for admission to a participating TE member institution, nor does admission to a participating TE institution qualify a student for a TE Scholarship. Admission and TE Scholarship offers as well as scholarship continuance criteria are established and administered by the Host institution. Students must apply to and be admitted by the Host institution and comply with any Host institution requirements regarding application procedures and deadlines for both the admissions and financial aid application processes.

If the number of eligible students applying for participation in the TE Scholarship program is equal to or less than the number certifications available, all students will be approved for TE certification. In the event that more eligible students apply for participation than can be accommodated, the length of Trinity service by the eligible employee will be the factor utilized for certification. Eligible employees with the longest full-time service will be certified first to apply for a TE Scholarship.

In the case of multiple employees applying who have the same service date, ties will be broken by analysis of need, and a Free Application for Federal Student Aid ("FAFSA") must be submitted by the concerned parties. If an applicant prefers not to submit a FAFSA, financial need will be unknown so the applicant will be considered the last applicant on their service date.

If an eligible employee presently has one dependent receiving a TE Scholarship, additional eligible dependents will be rank ordered below the last eligible applicant until the sibling's slot becomes available.

Each eligible dependent student must submit an application for admission to the participating TE member institution of possible attendance. Admission applications must be completed in accordance with each institution's admission requirements and procedures. Visit the [Tuition Exchange website](#) for a list of the participating institutions. Each exchange institution determines its own TE policies and procedures. The Liaison Officers at the exchange institutions will notify the student that their application has been accepted or rejected for a TE Scholarship. The student is responsible for complying with the deadlines established by each member institution to which he/she is applying for admission.

ACCEPTANCE DEADLINE

All export students to be sponsored by Trinity College must notify the College by May 15th of their acceptance of a Tuition Exchange Scholarship at a member institution. Failure to report by the deadline will result in the scholarship being awarded to another applicant. A copy of the Tuition Exchange Scholarship notice must be forwarded to the Trinity TELO in the Human Resources Department. Students failing to provide this notice will have their certification withdrawn.

YEARLY RENEWAL

Certification for participation in the TE Scholarship program is made for one year only. Renewal TE Application forms for dependents of Trinity employees must be completed each year and submitted by January 15th for the following academic year. Continued participation will depend on yearly re-certification for eligibility based on: 1) the Trinity employee's continued eligibility, 2) the student's good academic standing, and 3) the maintenance of the balance of the Tuition Exchange Program. The Host school may have an earlier deadline which must also be met. It is the student's responsibility to adhere to the Host school's deadlines. A copy of the employee's most recent year's federal tax return, listing the student as a dependent must accompany the Renewal TE Application. Once the Renewal Application is certified, the Trinity TELO will send a confirmation letter to the student indicating that the certification has been submitted to the Host school.

Trinity College and the Tuition Exchange, Inc. reserve the right to modify or terminate this program at any time.