

Tuition Exchange Program, Inc

Tuition Benefit Policy

Application Deadlines: All Employees December 1st

Smith College is a member of the Tuition Exchange Program, a private consortium of colleges and universities nationwide, which offers tuition exchange scholarships to children of employees of member institutions. Smith College offers the children of eligible employees an opportunity to apply for tuition exchange scholarships for study at other participating institutions. A current listing of member colleges and universities is available from Human Resources. The number of scholarships available in any given year is determined in part by the number of students who in turn attend Smith College as participants in the program.

One of the fundamental principles of our partnership with TEP is that member colleges and universities can set their own policies and procedures for determining eligibility and conferring Tuition Exchange scholarships to students sent on the exchange as well as determining the requirements for students received or hosted. Eligibility for Tuition Exchange, which is restricted to family members of faculty and staff employees, is determined by the employing (home) institution. The employment status, years of service for eligibility, priority status or limitations for families seeking to send more than one family member are all established by the home (exporting) institution.

Eligibility: If you are employed in a regular position of half-time or more, you are eligible to apply for a Tuition Exchange Scholarship for your eligible child(ren). If you work less than half-time, hold a limited-term or temporary position, you are not eligible to apply.

Waiting period: You must complete **three full years** of consecutive service at the college prior to participation in this plan. If you satisfy the three-year service requirement by the first of the month following the start of classes, you will be considered to have satisfied the service requirement for that semester. The waiting period will be waived if you come to Smith College from a college or university where you were eligible for a similar tuition benefit. Your prior eligibility must be documented in writing by your former employer.

Child eligibility: Applications for tuition exchange scholarships may be made for a natural, adopted, or stepchild of yours, your spouse, or your same-sex domestic partner. The child must be unmarried and under age 24 and must qualify as your dependent for tax purposes in the current calendar year.

Applicant Selection: Eligibility for the Tuition Exchange Program guarantees that your dependent child may submit an application for a scholarship; it does not guarantee that their application will be selected for submission or that the school of their choice will award a scholarship.

Scholarship Awards: The value of the scholarship is generally the full tuition of the college attended or the amount determined by The Tuition Exchange, Inc. for that academic year, whichever is less. Scholarships will be awarded based on 2 academic years of study or on the student's expected graduation date, whichever is shorter. Tuition Exchange Scholarships are limited to one dependent child in an employee's family. Scholarships are not given for graduate or professional study, non-degree study, or work toward a second undergraduate degree. Tuition Exchange scholarship recipients must remain in good academic and financial standing with the college they are attending.

Tax issues: Please consult with Human Resources regarding current legislation on the taxability of tuition benefits.

Questions: For questions regarding this tuition plan, please refer to the full description in your handbook or contact the tuition benefits administrator in Human Resources at x2273.

Tuition Benefit Application

Tuition Exchange Program Application
SECTION 1 = Employee Information

 Name: _____ Employee ID: _____
 Department: _____ Campus Ext: _____
 Home Mailing Address: _____
 Home Phone: _____

SECTION 2 = Student Information (please print)

Child's Name: _____ Birth Date: _____ SSN: XXX-XX-____

Enrolled / Enrolling as: _____ 1st year _____ Sophomore _____ Junior _____ Senior

Names of TEP college/university to which the student is applying (limit four):

	DENIED/DNA: _____	AWARDED: _____	ACCEPTED -- DECLINED
	DENIED/DNA: _____	AWARDED: _____	ACCEPTED -- DECLINED
	DENIED/DNA: _____	AWARDED: _____	ACCEPTED -- DECLINED
	DENIED/DNA: _____	AWARDED: _____	ACCEPTED -- DECLINED

Academic Year Applying for? _____ For Human Resource Use

Does this child qualify as your eligible IRS tax dependent? _____ Yes _____ No

I have provided complete and accurate information on this application in accordance with the Tuition Assistance program. I understand that any inaccurate information I provide on this application may adversely affect eligibility for a tuition benefit under this plan, and that Smith College may seek to recover from me any benefits paid based on any inaccurate information provided.

Employee Signature: _____ **Date:** _____

SECTION 3 = Human Resources

BNF Elg Date: _____ Job FTE: _____ Academic Year: _____

Smith Application Status: _____ SELECTED _____ N/SELECTED _____ INELIGIBLE

_____ WITHDREW (date) _____

Academic Year / Award: _____ / \$ _____ Academic Year / Award: _____ / \$ _____

_____ Additional semesters awarded (see attached documentation)

HR Signature: _____ Date: _____