**TUITION EXCHANGE PROGRAM**

**The People Center**

Champlain College is a member of  [Tuition Exchange, Inc.](http://www.tuitionexchange.org/), a higher education consortium that provides scholarships to dependent children of employees to attend participating colleges and universities. Champlain College's agreement with Tuition Exchange, Inc. ("TE") permits a limited number of students each year to enroll in undergraduate degree programs at over 600+ participating colleges and universities located across the U.S. and internationally.

The key requirement of the Program is that member institutions must maintain a balance of "import" and "export" credits. We (Champlain College) must balance the exporting students (employee dependents from Champlain College) with the imported students (students coming to Champlain College from other institutions). **Please note that for Champlain College exported students, the selection criteria for a TE Scholarship is made by the admitting institution and not Champlain College.** This may be limited by the availability of TE program slots, academic rules and regulations, and other requirements of the admitting institution. Even if students are admitted to an institution, there is no guarantee that they will receive the TE Scholarship.

The following Guidelines are applicable to regular full-time Champlain employees who participate in the TE Program. The College reserves the right to review and modify these guidelines and eligibility requirements to insure an appropriate balance of "import" and "export" students each year.

**GUIDELINES**

**ELIGIBILITY & REQUIREMENTS:**

The TE program is a scholarship program, **not a benefit** provided by Champlain College. **Submitting an**  [**application for the TE program**](https://erc.enwisen.com/asi/page.aspx?code=18e4e) **on-line does not guarantee approval by Champlain College or acceptance at a TE member institution for a TE scholarship.**

1. The employee must be a full-time benefit eligible Champlain College employee for their dependent to be eligible for this program. Only full-time employment will be counted for seniority purposes. Effective September 1, 2018 the employee must have been employed by Champlain College in a full-time capacity for 2 years.
2. The student must be considered an IRS dependent, defined as any natural or adopted child. **Proof of the dependent's relationship to the employee** may be requested. (Acceptable documentation is a copy of the dependent's birth certificate or a copy of your most recent tax return.)
3. The dependent child must enroll in a program of undergraduate study prior to his/her 23rd birthday. The dependent child must not have already completed an undergraduate degree.
4. The employee must remain employed by Champlain College during the term of the scholarship. If an employee:
	* Terminates full-time employment after a student is enrolled with a scholarship, the dependent child would be allowed to complete the current semester.
	* Becomes disabled and has an approved disability through Champlain College’s long-term disability policy. Their dependent child(ren) who is receiving a TE Scholarship, will be eligible to complete their TE scholarship award to graduation or up to the maximum semester allowance.
	* Dies while a dependent child is enrolled in a TE Scholarship, the dependent child would be allowed to continue with the awarded scholarship through to graduation. Scholarships may cover up to four years (eight semesters) of full-time undergraduate education and must be renewed every year.
5. TE scholarships will be awarded to only one child of an eligible employee at a time. Each child must undertake the eligibility and application process.
6. Scholarships are not granted for graduate study, non-degree study, or a second undergraduate degree.
7. The importing institution will have the final decision on whether they will accept TE for any Study Abroad program they offer.

**HOW TO APPLY:**

1. Review the list of TE institutions available at [www.tuitionexchange.org](http://www.tuitionexchange.org) and choose up to ten institutions for submission.
2. The employee and student must complete the on-line application on the TE website indicating the institutions they wish to be considered as a TE applicant. This application must be completed before it can be submitted. This will require the employee and student information be entered as well as indicating up to 10 institutions they wish to apply to for a TE scholarship.
3. The application must be complete in the TE website and submitted no later than **October 31st for the following academic year**.
4. TE scholarship applicants must apply for admission to each member institution directly that they wish to attend and complete any financial assistance documents required by that institution.

**SELECTION PROCESS:**

1. By September 15th, of each academic year, Champlain College will communicate the number of TE "slots" available for the upcoming academic year. The number of available "slots" will be determined by the current number of Champlain College exports, which will vary from year to year. Slots will be assigned to applicants based upon employee eligibility criteria.
	1. If the number of applicants exceeds the number of TE scholarship slots, candidates will be selected in the following order:
		1. First, to those students who are already enrolled in a member institution, and who are holding a TE scholarship. The student must also be in good academic standing by the importing institution at the end of the academic year. (A student who is on an approved medical leave of absence will be included in this group. Medical leave of absences slots are only held for a maximum of one year.)
		2. Second, applicants based on the employment seniority of the parent. Seniority is based on years of full-time service at Champlain College starting from the date of full-time regular employment.
		3. Third, students who have withdrawn from school for other than medical reasons.
		4. Fourth, students with siblings who are currently enrolled in the TE program or have already received a TE scholarship. A family may have only one dependent in the TE program at a time (an exception is made if there are no other applicants and there are open slots). In the case of multiple children such as twins, the employee must choose which child to enter into the program.
	2. Applicants who are not selected as TE recipients will be placed on a list as alternates for the upcoming academic year in accordance with the order in item a. above.
	3. In the event that a TE recipient chooses to attend a non-TE institution or otherwise forfeits the right to receive a TE scholarship, alternates will be reconsidered for any available slots.
	4. Alternates who are not selected may reapply for a TE scholarship for the following academic year in accordance with the order described in item a. above.
	5. Applicants who forfeit their TE scholarship and wish to apply another year will follow the order above as a new applicant.
2. Soon after November 1st, the TE Liaison Officer will verify the eligibility and longevity of the employee/parent on the TE website. Based upon the eligibility criteria, the TE Liaison Officer will determine who will be certified based on the number of exporting slots available for the year. Only those dependents eligible will be certified, all others will be placed on an alternate list. If a slot should open, their application to TE will be certified.
3. Selected applicants must accept the TE scholarship award in writing by May 1 for the upcoming academic year and notify the TE Liaison Officer of the decision to enroll in a TE member institution. Applicants who do not meet this requirement will forfeit their awards to alternates on the waiting list.
4. Students will ordinarily be able to remain in the program for four years, but continued participation depends upon yearly certification of eligibility, the student's adequate academic standing at the host institution, and Champlain College's ability to attract sufficient "imports" to offset or balance its "exports." Accordingly, renewal forms must be completed and processed no later than April 1 for the academic year beginning in September.
5. Eligibility to apply for a TE scholarship is determined by Champlain College**. However, TE scholarships are granted by the host institution.** Champlain College cannot guarantee that any applicant, no matter how well qualified, will receive a TE scholarship from the host institution which may choose to restrict its imports if their number exceeds exports.
6. If a TE recipient takes a leave of absence or withdraws from school, the student must notify the TE Liaison Officer at both Champlain College and the host institution **immediately**.

The Associate Vice President for Human Capital is the responsible official for this program, any exceptions to this program must be approved by the Associate Vice President for Human Capital. Questions related to the interpretation of this program should be directed to the Benefits Director/Tuition Exchange Liaison.

*Updated September 2018*

*The above is a summary only. Always refer to the applicable plan documents, policies or guides before making final decisions. The People Center policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this program at its sole discretion; please refer to the policies posted on the People Center intranet site for the most current version. This program does not constitute an employment contract.*