

TUITION EXCHANGE BENEFIT

General Information

Before starting to explore these benefits, please make sure that any of your dependents that are looking to utilize the tuition exchange benefits have been approved through HR. This is done by submitting the eligibility [form](#) to HR along with any required supporting documents.

Per HR eligibility requirements, the tuition benefit for employees of John Carroll University can be utilized in 2 ways:

- Receiving the benefit for full tuition for courses taken at John Carroll

- Receiving the benefit through 1 of 3 tuition exchange programs in which John Carroll participates

The process for each is different. This information pertains to the exchange programs. For information regarding utilizing the tuition benefit overall, please visit:

<http://sites.jcu.edu/hr/pages/resourcespolicies/benefits-policies>

Utilizing the benefit through an exchange program does not preclude you from also receiving the benefit for JCU courses (example: attending another institution through an exchange program but looking to take summer courses at JCU)

Receiving the benefit through one of the exchange programs IS NOT GUARANTEED! It is a competitive process at each school, and each school has its own criteria for selecting recipients as well as a certain number of awards to grant.

Employees of John Carroll are always welcome to utilize the expertise of JCU's enrollment staff for help and advice during their own college search process. Representatives would be happy to discuss with you how best to conduct a college search, what colleges look for in applications, writing a college essay, the financial aid process, and many more topics. For help, as well as for any questions on the tuition exchange process in general, please contact Steve Vitatoe, Assistant Vice President for Enrollment Operations & Analytics.

You should feel free to ask questions about the exchange process, selection criteria, timeline, number of awards granted, etc. from each individual school you are considering. Although the exchange liaisons at each school vary in title (individual may be from academic affairs, admission, financial aid, registrar, human resources, president's office, to name a few), admission representatives at each school should be able to answer the basic questions about their exchange programs.

Although all schools can differ in process and timeline for these programs, and each of the 3 programs themselves can differ, it is highly recommended that, if you are applying as a new student for the first time, your certifications for any of the programs are received by any schools you are considering no later than December 1 if you plan to start the following fall semester.

As these programs are competitive, and the chances of being awarded this benefit will vary school to school, it is recommended that you not "put all of your eggs in one basket." Be sure to look at a range of schools. Although not a hard rule, in general the following seems to apply: the more competitive the

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school is in terms of admission as well as the more popular and desirable the school may be, the harder it will be to receive the benefit at that school.

Many institutions are in multiple exchange programs, as are we. So, if you are looking at a school in more than one of the programs, be sure to send your certification to that school through each of the programs in which they participate. This can help your chances of receiving the benefit at that school. Please keep John Carroll's tuition exchange liaison, Steve Vitatoe, informed of your individual process and plans. If you choose to accept the benefit and enroll at a given school, please

The Council of Independent Colleges Tuition Exchange Program (CIC-TEP)

The [CIC Tuition Exchange Program \(CIC-TEP\)](#) is a network of CIC colleges and universities willing to accept, tuition-free, students from families of full-time employees of other CIC-TEP institutions. CIC-TEP was planned and developed more than two decades ago with a goal of creating a true-access program, without any costly fees or cumbersome credit-debit limitations. Each participating institution in the network agrees to import a limited number of students on the same admission basis as they accept all other students, without regard to the number of students it exports. The minimal import requirement is three new students a year.

With a current membership of over [450 participating institutions](#) in CIC-TEP, participation is at its highest level yet, allowing for a large selection of institutions.

FAQ's:

What is covered under the CIC-TEP benefit?

All CIC-TEP recipients receive a full-tuition remission benefit. Students are responsible for all non-tuition charges—room, board, and fees—at the institution in which they enroll (host/importing institution).

Who is eligible for the benefit?

This program may be used by any full-time employee at a participating institution. This approach is both nondiscriminatory and in compliance with IRS Regulations. Eligible students are dependents (equivalent to the IRS definition of a dependent), spouses, or full-time employees. Employees should contact the TEP liaison at his/her home institution for specific eligibility guidelines. Student applicants must be admissible at the host/importing institution in accordance with regular institutional admission standards and must comply with all of the host institution's financial aid policies and procedures. Applicants must maintain good academic standing and satisfactory academic progress.

Should I apply for college admission before, after, or simultaneously with applying for the TEP benefit?

Students should apply for college admission simultaneously with applying for the TEP benefit.

FACHEX (Jesuit Colleges and Universities Consortium)

27 of the 28 U.S. Jesuit colleges participate – Georgetown does not.

The grant covers full tuition only; a few schools charge an administrative fee per semester or per credit hour for utilizing the grant.

Some of the schools will only consider incoming freshmen for the grant; a little more than half of the schools will consider transfer students.

Number of grants offered per school completely varies school-by-school and year-by-year; each school is different, and you are encouraged to contact individual schools of interest for more details on their process and how many students they accept.

Good academic standing usually required to maintain.

Procedure:

1. Employees must first make sure that any of their dependents that are looking to utilize the tuition

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The Tuition Exchange Program (TEP)

The [Tuition Exchange](#) opens doors and creates opportunities through our reciprocal educational grant program.

Chartered in 1954, started with the support of TIAA/CREF and launched with funding from the Ford Foundation

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How competitive is the award process?

Tuition Exchange grants are competitive. Of course, you'll need to first meet the school's admission requirements and applicable deadlines. Some member schools have additional requirements for exchange applicants, such as higher academic standards; others limit awards to just a few new students

Procedure:

1. Employees must first make sure that any of their dependents that are looking to utilize the tuition exchange benefits are listed in your personnel record in Banner through HR. If they are not, please submit this [form](#) to HR.
2. Complete and submit the [FACHEX/TEP EZ Online Application](#). This form automatically enters the application information into the FACHEX/TEP online system, which notifies the liaison at each of the institutions to which the student is applying.
3. The student applies for admission directly to the institution(s) of his or her choice and submits all required financial aid information for each school.
4. For new applicants, the office of admission of the host/importing institution informs the student of her/his acceptance to attend the institution.
5. For renewal applicants, the host/importing institution determines whether the enrolled student is maintaining good academic standing and satisfactory academic progress.
6. The liaison officer of the host/importing institution informs the student of his/her acceptance into/renewal of TEP grant.
7. Review the award notification carefully. It will specify the amount, duration and conditions of your grant, along with details about the institution's charges. Be sure you understand any charges you're responsible for and any requirements you must meet to continue receiving the grant in the future.