



University of New Haven

Human Resources Policy/Procedure

Policy / Procedure Title	Applicability / Scope	Purpose	Revision/Issue Date(s)	Responsible Party	Pages
Tuition Student Exchange Program Policy & Procedure	Full-Time Faculty & Administrative Employees	Provide applicable employees with the policy, procedure and requirements of the tuition exchange program.	7/1/22	Associate Vice President Human Resources & Organizational Development	2

The Tuition Exchange Program (TEP) is a scholarship program in which more than 700 Colleges and Universities participate throughout the United States. The TEP at the University of New Haven (the "University") was established to provide a college education to children of eligible non-union Faculty and Administrative staff employees. While it is intended that this program will continue, the University reserves the right to modify, change or discontinue it at any time.

Eligibility to apply for the TEP scholarship is determined by the University's policy. However, certification of eligibility does not guarantee a TEP scholarship award. Only the importing institution can grant the TEP scholarship. Below are the rules and regulations of the University's Tuition Exchange Program policy:

ELIGIBILITY: Children of full-time, non-union faculty and administrative staff are eligible to participate in the TEP.

- Full-time faculty is defined as an employee who is primarily concerned with the instruction of students and teaching an equivalent of 24 credit hours per academic year. Faculty under a PIR or adjunct agreement are not eligible for the TEP program.
- Full-time administrative staff is defined as an employee performing non-union administrative type duties and works a minimum of 35 hours per week.
- Eligible children are defined as the natural, legally adopted, or stepchildren provided that financial dependence on the employee can be demonstrated. Ordinarily children meeting the requirements of dependency set forth by the Internal Revenue Service will qualify under the TEP. Proof of dependency may be required.
- An eligible child must be no more than age 21 when applying as a first-time freshman. This restriction will not apply:
 - (1) To those children who may already be enrolled in a TEP member institution and are applying for scholarship after their freshman year; or
 - (2) To those children who may be transferring to a TEP member institution and are applying for scholarship after their freshman year.
- An eligible child will remain eligible until the end of the academic year during which their 25th birthday occurs.

SCHOLARSHIP AVAILABILITY:

- The number of scholarships awarded each year may vary accordingly.
- TEP member institutions may require some reimbursement towards tuition and other fees in addition to the scholarship amount awarded. Most TEP member institutions require full reimbursement for room & meals. It is the responsibility of the student and their parents to ascertain this information from the host institution.

SCHOLARSHIP AWARDS:

- Each scholarship will be awarded for one (1) academic year at a time, to a maximum of four (4) years.
- The University has no input or control over acceptance of University children or awards of TEP scholarships to University children by TEP importing member institutions. The control for acceptance of University children for a TEP scholarship rests entirely with the TEP importing member institution.

SCHOLARSHIP APPLICATION PROCEDURE:

- There is no limit to the number of TEP member institutions to which a University child may apply.
- The employee must submit a completed TEP Application to the University's TEP Liaison Officer for eligibility certification during the annual open enrollment period.
- Applications for TEP scholarships must be received by the University's TEP Liaison Officer by the date announced each year. TEP applications received after this date may be disqualified.
- Once a scholarship has been awarded, the recipients must reapply for the TEP scholarship for each academic year thereafter. A copy of the last semester's grades must be forwarded to the TEP Liaison Officer as soon as it is received.

SELECTION PROCEDURE:

- Awards of scholarships will be determined based on employee eligibility.

LIMITATIONS AND DISQUALIFICATIONS:

- TEP scholarship will be awarded for studies leading to first (1st) bachelor's degrees only.
- The scholarship recipient must be enrolled as a full-time student in a TEP member institution.
- The scholarship recipient must maintain a minimum academic standing of 2.50 on a 4.00 system. A copy of the final academic year's grades must be forwarded to the University's TEP Liaison Officer at the end of each academic year. A recipient falling below the required 2.50 academic standing, will not be eligible for a TEP renewal scholarship.
- An employee whose child becomes ineligible due to the academic standing requirement will be considered to have used the one (1) eligible TEP scholarship.
- An employee, whose child, by choice, does not complete their 4-year of certification, will be deemed to have used the one (1) eligible scholarship.