

# Tuition Remission Exchange Program

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The Mount participates in tuition exchange benefit programs with the Council of Independent Colleges (CIC), Catholic College Cooperative Tuition Exchange (CCCTE), and The Tuition Exchange, Inc. (TE). Each program is administered by guidelines and regulations which are subject to change by participating institutions. Each participating institution establishes its own rules for employee eligibility, the certification of candidates for exchange scholarships (exports), as well as determining criteria for the award of scholarships (imports). The most current information and list of participating institutions for each program are available in the Office of Human Resources. It is the responsibility of the employee to become familiar with the specific criteria used to determine benefits and any applicable deadlines established by the institutions in which his/her dependent is interested. It is also the responsibility of the employee to remit to Mount St. Joseph University any participation fees charged annually by the exchange programs.

Access to the tuition exchange benefit is available only to dependent children of full-time faculty and staff having met the two year employment criteria according to the guidelines established by each program.

For CIC, CCCTE, and TE programs, eligibility for tuition exchange benefits is determined by the host institution. Should quota difficulties arise with the programs, the availability of the benefit may be awarded by the University on the basis of the faculty/staff continuous years of employment with the Mount, with the most senior employees' dependents receiving this benefit. Eligibility for each program is determined on an annual basis with benefit renewal not automatically guaranteed.

Notification that a dependent is interested in initial consideration or a recertification of current tuition exchange benefits should be made to the Office of Human Resources no later than November 1 of the academic year prior to the year in which the benefit will be used.

Mount St. Joseph University is responsible for maintaining appropriate import/export ratios to guarantee continuing participation in these exchange programs and may place limits on the number of students eligible for export to other institutions to maintain an acceptable balance.

Once a faculty or staff dependent is permitted to apply for an exchange benefit, the CIC, CCCTE, and TE institutions will determine appropriate notification dates for the rejection/approval of the benefit application.