

STOCKTON UNIVERSITY

PROCEDURE

Tuition Exchange Program

Procedure Administrator: Chief Enrollment Management Officer

Authority: N.J.S.A. 18A-64-8

Effective Date: November 17, 2015; August 15, 2019; October 8, 2020; September 3, 2021

Index Cross-References:

Procedure File Number: 6165

Approved By: Dr. Harvey Kesselman, President

The Stockton University Tuition Exchange (Tuition Exchange) Program provides eligible dependents of eligible full-time faculty and staff with the ability to exchange access to scholarships with participating Tuition Exchange (TE) Program institutions. The Tuition Exchange Inc. (TE, Inc.) facilitates a scholarship exchange program that includes more than 600 colleges and universities worldwide, including public as well as private institutions, research and doctoral universities, liberal arts colleges, and comprehensive universities.

- Meet the admission requirements of the importing college/university;
- Be a candidate for first undergraduate degree; and
- Be a full-time, undergraduate, matriculated student at the importing college/university.

Only one dependent per employee is eligible to receive the Tuition Exchange scholarship.

II. SCHOLARSHIP COVERAGE:

Tuition Exchange scholarships are set at a maximum of 8 semesters per eligible applicant and are renewable each year. Scholarship recipients must remain in good standing (i.e., not on probation or suspension) at all times with the institutions that they are attending in order to retain the scholarship.

Tuition Exchange scholarships are for tuition only and do not cover room and board, books, or other fees. The amount of tuition covered is set by the importing school.

III. NUMBER OF AVAILABLE SCHOLARSHIPS:

The Tuition Exchange program is based on an import/export exchange. In order for Stockton University to send our employees' dependents to participating colleges and universities, we must maintain a balance of imports to these exports. Each fall, the Tuition Exchange Administration calculates each institution's balance and determines if the institution is in "good standing," "on alert," or "on restriction." Stockton University reserves the right each year to increase or decrease the number of applicants to maintain

subsequently chooses not to participate in the program, the scholarship will be offered to another applicant by seniority or lottery, until the Tuition Exchange scholarship is accepted or the list of applicants is exhausted.

IV. APPLICATION PROCESS:

Applications for a Tuition Exchange scholarship must be submitted to the Chief Enrollment Management Officer through the online Tuition Exchange Portal no later than September 15th of the year prior to the student's intended enrollment at any participating institution. Determination and notification of eligibility will be made by September 30th.

V. IMPORT PROCEDURE:

The Division of Enrollment Management monitors Tuition Exchange applications and marks them appropriately in the Admissions CRM system during the recruitment cycle to track the applications received for Tuition Exchange eligible applicants.

Stockton University's participation in the Tuition Exchange Program is subject to approval by the Tuition Exchange Administration and can be revoked at any time.

VI. LIMITATIONS:

LEAVE OF ABSENCE: Unless prohibited by law, participation in the Tuition Exchange Program will cease during an employee's leave of absence that is one month or longer in duration. If an employee is placed on unpaid leave for failure to comply with University policies or procedures,