

UNIVERSITY OF HARTFORD TUITION EXCHANGE PROGRAM SUMMARY OF POLICIES AND PROCEDURES

NOTE: This Summary is a general explanation only of the Tuition Exchange Program (“TE Program”). It is not a complete description, and is not binding. [Click here](#) for the Program Policy, which has a fuller explanation of the TE Program. If there is a conflict between this Summary and the Policy, the Policy will control.

The TE Program provides reciprocal scholarships for the eligible dependents of employees working at participating colleges and universities – currently more than 580 Member Institutions in 46 states and the United Kingdom. If you and an eligible dependent meet the minimum requirements for participation, you may apply for your dependent to receive a TE Scholarship at a Member Institution. PLEASE NOTE: This is a very limited program, with many requirements and a small number of available scholarships. As explained below and in the [Program Policy](#), many eligible dependents will not be able to receive a TE Scholarship. The TE Program is not a benefit, but rather a limited opportunity with no rights attached.

REQUIREMENTS:

- You must be an “Eligible Employee” – a regular full-time employee with at least five years of continuous full-time or full-time-equivalent service.
- Only your dependent children (including children who are adopted or who are your legal guardians) are “Eligible Dependents” who may receive a TE Scholarship.
- Your Eligible Dependent must be accepted into a Member Institution under normal admissions standards.
- The admitting Member Institution must have TE Scholarships available to give to students from the University of Hartford. Member Institutions may allow as few or as many scholarships as they wish, and may offer full or partial scholarships.
- The University cannot have exhausted its available TE Scholarship slots, which is roughly equal to the number of TE Scholarships U of H awards to dependents from other Member Institutions.
- You must submit an application to the U of H no later than October 1 for the following academic year.

By October 1st of each academic year, an Eligible Dependent who wishes to be considered for a TE Scholarship must complete and submit the preliminary University of Hartford TE application. By December 1st of each academic year, the University of Hartford will determine how many Eligible Dependents can be certified and approved for “export”.

Sponsorship by the University of Hartford **DOES NOT** guarantee a scholarship. The Member Institution may have specific criteria for awarding of a TE Scholarship or may not be in a position to offer a scholarship. Acceptance or rejection by a Member Institution normally occurs in late spring. The Eligible Employee will be notified by the Member Institution to which the Eligible Dependent has applied whether or not a TE Scholarship has been awarded.

ADDITIONAL LIMITS AND CONDITIONS

- The TE Scholarship is not available for graduate study, non-degree study or second undergraduate degrees.
- Normally, each Eligible Dependent may receive a TE Scholarship for no more than four years (8 semesters or equivalent).
- TE Scholarships are awarded only one year at a time. **THERE IS NO GUARANTEE** that a scholarship recipient will receive a TE Scholarship the next year.
- If more U of H employees apply for TE Scholarships than are available, applications will be reviewed and prioritized according to a set of criteria, including but not limited to:
 - Whether any other Eligible Dependent has received a TE Scholarship in the past;
 - Whether the Eligible Employee has more than one Eligible Dependent currently in the TE Program.
 - The seniority of the Eligible Employee, but subject first to the other criteria.

PLEASE SEE THE [PROGRAM POLICY](#) FOR A COMPLETE DESCRIPTION OF THE APPLICATION CRITERIA.

The University reserves the right to change its TE Program Policy at any time without prior notice. Other restrictions may apply. See the [Program Policy](#) or contact Shane Ciccarelli, the TE Liaison Officer, at 860-768-4062 or ciccarell@hartford.edu for complete details