

POLICY FOR THE UNIVERSITY OF HARTFORD TUITION EXCHANGE PROGRAM

May 2009

The University of Hartford participates in the Tuition Exchange (“TE Program”), which provides a reciprocal scholarship exchange program among its colleges and universities (“Member Institutions”). Although the exact list of participating Member Institutions is subject to change without notice, currently there are more than 580 Member Institutions located in 46 states and the United Kingdom.

Eligibility for participating in the TE Program and receiving a tuition exchange scholarship (“TE Scholarship”) is subject to the agreement and any procedures and practices of the TE Program that all Member Institutions must comply with (“the TE Agreement”), this policy and the policies, procedures and practices of the specific Member Institution that a qualifying student wishes to attend – all of which are subject to amendment from time to time. In the event of a conflict between this policy and the TE Agreement, the TE Agreement shall control.

Under the TE Program, qualifying employees of Member Institutions (“Eligible Employees”) may seek to obtain a TE Scholarship from a Member Institution for their qualifying dependent children (“Eligible Dependents”). The TE Program is subject to a number of restrictions, as generally explained in this policy, and not all Eligible Dependents will be able to obtain a TE Scholarship.

There are restrictions on how many Eligible Dependents from the University may receive a TE Scholarship. The TE Program is designed to maintain a balance of student "exports" and student "imports". Whether an Eligible Dependent is able to obtain a TE Scholarship from a Member Institution will depend, therefore, not only on whether the University of Hartford has scholarships available for dependents of its Eligible Employees, but also on whether the Member Institution that Eligible Dependent wishes to attend is awarding any TE Scholarships. A Member Institution may import as many or as few students under the TE Program as it wishes; however, it may not export more than it imports. In addition, Member Institutions determine the value of the scholarships they award to each incoming student, so scholarship amounts vary by Member Institution.

Eligible Dependents wishing to be considered for a TE Scholarship must first apply for admission and be accepted to the Member Institution they wish to attend. Eligible Dependents are subject to all admissions standards, academic rules, regulations and fees which may apply. In addition, each Eligible Dependent receiving a TE Scholarship is responsible for any costs which exceed the scholarship amount awarded by the Member Institution that the student is attending.

The following rules apply to the University of Hartford’s participation in the TE Program:

- 1) **DEFINITIONS:** In addition to the terms defined above, the following terms apply to this Policy.
 - a) **Eligible Employee:** A regular full-time faculty and staff member currently employed at the University of Hartford who has completed a minimum of 5 years of continuous full-time service (or equivalent) at the onset of the Eligible Dependent’s first semester participating in the TE Program. Note: For purposes of this policy, if both parents of an Eligible Dependent are employed by the University of Hartford, only one parent, the parent with the longest length of continuous service, will be considered an Eligible Employee.
 - b) **Eligible Dependent:** A dependent child of an Eligible Employee, including children legally adopted by an Eligible Employee or for whom legal guardianship of an Eligible Employee can

be documented as determined solely by the University. The Eligible Dependent must be certified (sponsored) by the University of Hartford for a full-time undergraduate degree of study at a Member Institution.

- c) Full TE Scholarship Equivalent: Eight semesters of TE Scholarships (or the equivalent under a quarter or trimester calendar). For purposes of the selection criteria described in Section 4, below, a Full TE Scholarship Equivalent may be split between more than one Eligible Dependent of an Eligible Employee, although not during the same award year. As described in Section 2, below, TE Scholarships will not be awarded for more than one academic year (e.g., two semesters) at a time.
- 2) **LENGTH OF TE SCHOLARSHIP**: TE Scholarships are granted on a year-by-year basis and thus are not guaranteed for renewal, nor is an Eligible Employee's Eligible Dependent(s) guaranteed to receive a Full TE Scholarship Equivalent. A new application for participation in the TE Program must be filed each year. An Eligible Dependent typically does not receive more than eight semesters of TE Scholarships and TE Scholarships typically are not awarded to more than one Eligible Dependent at a time. TE Scholarships are not granted for graduate study, non-degree study or second undergraduate degrees.

If an Eligible Employee's employment at the University of Hartford ends at any time after the onset of a given semester or before the last day of classes during that given semester, the Eligible Dependent will be allowed to continue courses until the end of that semester under the TE Program, after which the TE Scholarship shall be terminated.

Subject to this policy, TE Scholarships may continue if an Eligible Employee is on an approved leave of absence.

If an Eligible Employee's employment at the University of Hartford ends before the first day of classes, and an Eligible Dependent elects to enroll or continue enrollment at a Member Institution for which the Eligible Dependent had received a TE Scholarship, that scholarship shall be terminated prior to the beginning of that semester and the Eligible Dependent will be responsible for the full tuition and all other associated costs for the courses taken that semester, as determined by the admitting institution.

- 3) **PROCESS FOR SELECTION OF TE SCHOLARSHIP AWARD RECIPIENTS**: By October 1st of each academic year, an Eligible Dependent who wishes to be considered for a TE Scholarship must notify the TE Liaison Officer of intent by completing and submitting the preliminary 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".

Eligible Dependents are responsible for completing the necessary admission application materials to the TE school(s) and must inform the TE Liaison of their acceptance or rejection.

If the number of prospective Eligible Dependents exceeds the number of slots, Eligible Dependents will be selected based on the above noted Scholarship Consideration Criteria.

The Member Institution is notified of the sponsored students ("exports"). It is up to the Member Institution to offer or decline a TE Scholarship. 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.

- 4) **SCHOLARSHIP CONSIDERATION CRITERIA:** Because there are a limited number of TE Scholarships available, often exceeding demand, the University has established a set of criteria to decide the order of preference in which it will certify Eligible Dependents TE Scholarship. The criteria are intended to ensure to a reasonable degree of certainty that the maximum number of interested Eligible Employees can benefit from the TE Program. Within each level of consideration described below, priority will be given to Eligible Employees with the longest term of service. Only one Eligible Dependent at a time may be considered within a single level of consideration. Because a Full TE Scholarship Equivalent can be split between more than one Eligible Dependent, however, over the course of several years the first level of consideration can be applied to more than one Eligible Dependent.

- First level of consideration is given to Eligible Employees who will not exhaust their first Full TE Scholarship Equivalent amongst one or more Eligible Dependents if the application is granted.
- Second level of consideration is given to Eligible Employees who have had one or more Eligible Dependents receive, cumulatively, a Full TE Scholarship Equivalent but who will not have another Eligible Dependent receiving a TE Scholarship during the same award year if the application is granted.
- Third level of consideration is given to Eligible Employees who will have one other Eligible Dependent receiving a TE Scholarship during the same award year if the application is granted.
- Fourth level of consideration is given to all other Eligible Employees.
- In the unlikely event of a tie for eligibility for the last available TE Scholarship, the University will apply a random selection process for the affected Eligible Employees.
- If an Eligible Employee has more than one dependent Eligible Dependent who wishes to start participation in the TE Program at the same time, the highest level of consideration that the Eligible Employee qualifies for will be applied to only one of the Eligible Dependents. The second Eligible Dependent may still apply, but only at the next lowest level of consideration applicable corresponding to the number of concurrent Eligible Dependents for that Eligible Employee.

Note: Having an Eligible Dependent participate in the TE Program does not preclude an Eligible Employee's other dependent children from utilizing the University of Hartford's Tuition Remission benefits at the same time.

- 5) **TE LIAISON OFFICER:** Shane Ciccarelli, Associate Director of Admission & Student Financial Assistance, serves as the University of Hartford's Liaison Officer and can be reached at 860.768.4062 or ciccarell@hartford.edu.

The University of Hartford intends to continue participation in the TE for the indefinite future; however, the University reserves the right in its sole discretion to amend this policy or to suspend or terminate its participation in the TE Program at any time.