

UNIVERSITY OF HARTFORD

Tuition Exchange Policy and Procedures

Updated: July, 2025

I. Overview

The University of Hartford is a participating member of **Tuition Exchange, Inc. (TE)**, a nonprofit organization that facilitates tuition scholarships for dependent children of faculty and staff at over 600 member colleges and universities. This policy governs the University's administration of the Tuition Exchange Program for both:

Tuition Exchange is not the same as tuition remission. While tuition remission is an internal University benefit that provides tuition discounts for eligible dependents attending the **University of Hartford**, Tuition Exchange is a **competitive, externally administered program** involving hundreds of other participating institutions.

Key differences include:

- **Tuition Remission**
 - Offered solely by the University of Hartford.
 - Guaranteed based on eligibility and employment status.
 - Only applies to courses taken at the University of Hartford.
- **Tuition Exchange**
 - Managed by Tuition Exchange, Inc., a national consortium of institutions.
 - Scholarship availability is **limited** and **competitive**.
 - Export certification is **not guaranteed**, even if an employee and dependent meet all eligibility criteria.
 - Final scholarship decisions are made by the **importing (receiving) institution**, not the University of Hartford.

Employees should carefully consider other college financing options, as participation in Tuition Exchange is subject to **annual review** and **institutional constraints** and should not be considered a guaranteed employee benefit.

II. Definitions

- **Tuition Exchange, Inc. (TE):** A national consortium of colleges and universities offering competitive tuition scholarships to dependent children of employees at member institutions.
- **Export School:** The institution employing the parent or guardian (University of Hartford).
- **Import School:** The institution the student applies to for Tuition Exchange consideration.
- **TE Liaison Officer:** The University of Hartford official responsible for managing the TE program, certifying applications, and maintaining institutional balance.

III. Eligibility

Employee Eligibility (Export Applicants)

To be considered for Tuition Exchange export certification, an employee must:

- Be employed in a **benefits-eligible, full-time position** (35+ hours/week);
- Have completed **at least one continuous year of full-time service by October 1** of the year prior to the student's intended enrollment;

Dependent Eligibility

Eligible dependent children must:

- Meet the IRS requirements for a **qualifying child** and be the employee's biological child, adopted child, stepchild, eligible foster child, sibling, half-sibling, stepsibling, or a descendant of any of these relationships, as applicable under IRS rules;
- Be under 24 years of age and meet all applicable IRS requirements for dependency;
- Be applying as a full-time, degree-seeking undergraduate student; and
- Follow and meet all admissions and eligibility requirements and deadlines of the TE member institution(s) they apply to.

Tuition remission benefits extend through the conclusion of the semester in which an eligible dependent child attains age 24, provided the dependent continues to meet all other applicable eligibility requirements.

The employee may be required to provide documentation establishing the dependent's relationship and eligibility. Documentation may include, but is not limited to, a birth certificate, adoption or other legal documentation establishing the relationship, or an IRS Form 1040 showing the dependent's name and date of birth, with financial information redacted.

IV. Export Application and Selection Criteria

The University of Hartford participates in Tuition Exchange as a **“balance school,”** which means we must maintain a manageable ratio between outgoing (export) and incoming (import) students. **Each year, the University is allowed a limited number of export certifications,** which may vary based on institutional import levels and TE Inc. regulations.

As a result, **submitting a Tuition Exchange application does not guarantee certification. Not all applicants may be approved for export.**

Application Process (Exporting a Dependent)

1. **Student Completes the EZ Application**
 - Go to www.tuitionexchange.org.
 - Create an account and complete the EZ Application **as the student**.

- Select **University of Hartford** as the exporting institution.
- Choose up to **10 TE-participating schools** where the student plans to apply.
- Submit by **October 1** of the year prior to the student's intended enrollment
- 2. **Certification Review and Approval**
 - The Liaison Officer will verify eligibility and review all applications.
 - **If the number of applicants exceeds the number of available export slots, not all students will be certified.**
 - Priority for certification will be determined using the criteria listed below.
- 3. **Annual Recertification**
 - If awarded a TE scholarship, the student must meet the criteria to be recertified each year.
 - Continued eligibility requires:
 - The employee to remain in a full-time, benefits-eligible position;
 - The student to remain in good academic standing and full-time enrollment.

Certification Prioritization Criteria

When the number of eligible export applications exceeds the University's available Tuition Exchange certification slots, the following prioritization will apply:

1. **Returning Tuition Exchange Recipients**
Dependents who are currently receiving a Tuition Exchange scholarship and are in good academic standing will receive priority for recertification for the following academic year.
2. **Employee Seniority – First Dependent**
Among new applicants, highest priority will be given to employees with the longest continuous full-time service at the University of Hartford applying for their **first** eligible dependent.
3. **Additional Dependent Applications (Second or Third Child)**
If an employee has previously certified a dependent through Tuition Exchange, additional dependents (e.g., a second or third child) will be considered only **after** all first-time applicants have been reviewed, and only if certification slots remain available.

Waitlist Process

- Eligible students not initially certified may be placed on a **waitlist**.
- Waitlisted students may be certified later in the academic year if additional export slots become available.

V. Import Applicants (Incoming TE Students to University of Hartford)

Students from other Tuition Exchange (TE) member institutions may apply to the University of Hartford as **import candidates**. The following policies apply:

1. **TE Eligibility Certification**

The student's home (exporting) institution must certify the student's eligibility through the Tuition Exchange website using the **EZ Application** process. Certification must be completed before the University of Hartford can consider the student for a TE award.

2. **Admission Requirements**

The student must apply for and be admitted to the University of Hartford as a **full-time, degree-seeking undergraduate student**. Admission to the University does **not guarantee** a TE scholarship.

3. **Scholarship Awarding**

- Tuition Exchange scholarships at the University of Hartford are **competitive and not guaranteed**, regardless of eligibility certification.
- If awarded, the TE scholarship will cover the **Tuition Exchange Set Rate**, as published annually by Tuition Exchange, Inc.
- TE scholarships **may not be combined** with other institutionally funded **academic, talent-based, or need-based, or any other university funded aid**. Students must choose between the TE award and any institutional financial aid package, if applicable.

1. **Renewal**

- TE awards are renewable for up to **eight semesters of undergraduate study**, provided the student:
 - Maintains full-time enrollment;
 - Remains in good academic standing;
 - Is re-certified by their home institution each year.

VII. Tax Implications

While undergraduate Tuition Exchange scholarships are generally not taxable under current IRS rules, the University **does not provide tax advice**. Employees are encouraged to consult a qualified tax professional for individual guidance.

VIII. Contact Information

Tuition Exchange Liaison Officer

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Dean of Admission

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tuitionexchange.org

This policy supersedes all prior Tuition Exchange policies & procedures and is subject to change based on institutional policy, program guidelines, or Tuition Exchange, Inc. requirements.