

**Employees who wish to apply for new or renewal status for Tuition Exchange (Fall 2013) for their dependent children should read the following:**

**APPLICANTS:** If you would like to receive a copy of the internal application for Tuition Exchange, please contact Tracey Kongats in the Office of Financial Aid at ext. 2542, or by e-mail at [tkongats@sbu.edu](mailto:tkongats@sbu.edu). The form and supporting documents are due back to Jackie Zimmer, Human Resources, by November 1, 2012. It is not necessary to fill out this form if your son/daughter plans to attend St. Bonaventure, but it will be necessary for you to complete the University's tuition remission form with the Office of Human Resources.

St. Bonaventure University participates in four separate tuition exchange programs, which are described below.

Thank you,

Troy Martin, Director of Financial Aid

## **TUITION EXCHANGE PROGRAM**

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**1) FACHEX** – The FACHEX program with Canisius College stipulates that no more than three individuals may be granted an award in one year. If more than three make application for a FACHEX tuition exchange grant, a lottery system will be employed in making the selections (in accordance with the agreement with Canisius).

If fewer than three students apply, an award will be granted to each. In either case, the award is contingent upon the applicant being accepted for admission to Canisius College.

The award is for four years and is for full tuition, less all state and similar awards (TAP, etc.).

**2) CICU** (Commission on Independent Colleges and Universities <http://www.cicu.org>) – This program involves reciprocal agreements developed between individual participating institutions (all in New York). Current participants are: College of St. Rose, Concordia, Daemen College\*, Elmira College\*, Medaille\*, Molloy\*, Nyack, Paul Smith\*, Trocaire, and Wells\*. (\* = schools with which we already have reciprocal agreements).

The granting of a CICU tuition exchange award is made by the member host school (the one to which you are applying) and is based on (1) favorable action on your admissions application and (2) the number of other exchange applications the school has received.

**3) CIC** (Council of Independent Colleges <http://www.cic.edu/tep>) – This program involves colleges/universities nationwide that are somewhat less well known than the schools in the Competitive TE program.

The granting of a CIC tuition exchange award is made by the member host school (the one to which you are applying) and is based on (1) favorable action on your admissions application and (2) the number of other exchange applications the school has received.

A host school is required to accept a minimum of three new exchange students in a given year. The award is for each of the four undergraduate years, and can be renewed as long as the student remains in good academic standing (as defined by the host institution).

The program regulations state that a participating school cannot recommend more than one student to any ONE school in a single year. It has been the case, though, that if we've had more than one student interested in a particular school, we will call that school to ask if it would be permissible to send more than one application. We often receive favorable responses to this request. In the event that a school is not willing to consider more than one applicant, then a weighted lottery system based on years of service of the parent will be used to determine which student is recommended. If you are the only student applying to a member school, the Tuition Exchange Officer will automatically recommend you for an award after your application for admission has been submitted to that school.

If other employee dependents are applying to any of the same schools in the CIC program as you are, either the student or the parent/guardian will be notified.

**4) TE-Competitive** (The Tuition Exchange, Inc. <http://www.tuitionexchange.org>) – This national program is often referred to simply as TE, and is considered competitive in the sense that **a student must pass not only an internal hurdle at SBU, but acceptance by the desired school is often very competitive.** Employee dependents must meet the “automatic acceptance” criteria for admission to St. Bonaventure (84 high school average and 1050 critical reading & math SAT or 22 ACT). Also, the parent employee must have worked at SBU as a **full time employee for five consecutive years** prior to the semester for which TE is being requested.

The number of TE awards that SBU can grant (called EXPORTS) must approximate the number of students from other member institutions attending SBU (called IMPORTS). The national TE office will not place a school on a restricted status for exporting unless the school has a 60% imbalance of exports vs. imports. SBU will not restrict internal applicants who meet all other criteria unless a 40% imbalance exists.

It should be noted that **due to the competitive nature of this program, some schools might restrict the number of students accepted from year to year.** For example, a private university in Pennsylvania receives such a large number of TE applications; it is rare that they grant awards to freshmen. Another private university in Virginia receives approximately 100 freshmen TE applications in a given year. Their admissions office accepts only about 30 of those students, and only four or five are granted TE.

Also higher cost institutions are allowed to limit their TE award to less than full tuition. That amount for the 2012-2013 academic year is \$31,000.

**Please remember that as part of the application for the TE-Competitive program, a copy of the student's high school transcript and SAT (or ACT) scores are required. Test scores are usually printed on the high school transcript.**

#### **Important Note:**

As a condition of TE-Competitive eligibility, the student must be a dependent child of the employee. For verification purposes, the employee must submit a signed copy of the most recent federal tax return (year 2011) showing that the child is listed as a dependent. It is not necessary to include the income portion of the tax form, but the portion listing dependents must be submitted, and **the form must be signed.** The Tuition Exchange Application, high school transcript, SAT/ACT scores and tax return should be submitted to the Office of Human Resources.