

# Norwich University

## Tuition Exchange Benefit for 2021-22

Norwich belongs to two tuition exchange programs: (1) Tuition Exchange Program (TEP) and (2) Council of Independent Colleges (CIC). To access the TEP, employees must be employed for five years. Slots are limited and employees may be put on a waitlist. There is no waiting period to access the CIC.

### Step 1

Determine the exchange(s) for which you are eligible and research schools your child may wish to attend. Web sites: [www.tuitionexchange.org](http://www.tuitionexchange.org) and [www.cic.edu](http://www.cic.edu)

### Step 2

Attend a tuition exchange informational meeting as scheduled - **September 3 at 1:30 p.m.** via a Go To Meeting or contact HR with questions.

### Step 3

Complete and return the appropriate forms for the tuition exchange to HR, no later than **October 2, 2020** for the TEP. Please note: there is no specific deadline for the CIC, however, we encourage you to submit your requests in the early fall.

Forms required:

1. Norwich University Tuition Benefit Request form
2. Application for a Tuition Exchange form

### Step 4

HR will notify you of your status regarding the TEP by October 31 and apply to the program(s) on behalf of your child. **Please do NOT try to enter your child into an online form on the sites. This will delay the process on the Norwich end.**

Keep in mind that the final determination is made by the importing school and its admissions and financial aid process. Your child is required to apply and be accepted by the importing school – however, *there is no guarantee that an acceptance to the school results in a tuition exchange award.* Final notification and confirmation from the importing school will occur between March and the end of May.

Questions? Contact Ellen Liptak (Ext. 2084 or [eliptak@norwich.edu](mailto:eliptak@norwich.edu))

## Tuition Exchange Benefit - Frequently Asked Questions

1. Who is eligible to apply for a tuition exchange scholarship? Faculty and staff members who have five years of continual university service are eligible to apply for a slot for their dependent child to attend a college or university that is a member of the Tuition Exchange Program (TEP). The current listing may be found at: [www.tuitionexchange.org](http://www.tuitionexchange.org). Please note that there may be a limited number of slots for this program. Recipients will be chosen by seniority and others placed on a wait list.

The other program to which Norwich subscribes is the tuition exchange through the Council of Independent Colleges (CIC). The current listing of member schools maybe be found at: [www.cic.edu](http://www.cic.edu). There is no requirement for university service years.

2. How many students are eligible each year? The number of eligible students varies each year. For the TEP, Norwich must keep a certain balance of students it is importing with the number of exports. The CIC structure allows an unlimited number of students to apply, but the number accepted is determined by the importing school.
3. How are awards determined? The importing school for both programs award the scholarships. It is the responsibility of the student to apply for admittance and follow any requirements the importing school may have.
4. What is the schedule? An application must be submitted to Human Resources by the deadline set each year, typically the end of September. While the CIC does not have a specific deadline, you are encouraged to submit your application materials in the early fall. A decision will be made by October 31 for eligibility for the TEP. A waiting list may be determined at this time.

Please note: this benefit is not guaranteed. Notification and confirmation will be sent from the importing school sometime between March and the end of May, depending on the school's schedule for awarding financial aid.

5. What is the value of the tuition exchange benefit? This is determined by the importing school with guidelines that may be found on the TEP and CIC web sites.
6. If a tuition exchange is not awarded, can the employee apply in a subsequent year? Yes, following the same deadlines and criteria listed above.
7. Can a student on a tuition exchange study abroad? This is dependent on the receiving school and its policies. Check with the financial aid office of the importing school for more information.

Other comments: as noted, this employee benefit depends on many factors and employees are not guaranteed its receipt. When applying for admission, your family should consider applying for other financial aid and scholarships that the school may offer.

There are two sides to this process – Norwich as the exporting school and the importing, receiving school. Norwich approves and confirms eligibility and applies for the student on the appropriate sites. The importing school also has to approve the benefit, as well as offer enrollment to the student. Timing of these events are subject to change and are at the discretion of each entity.

The tuition benefit provided for dependents at Norwich should also be considered as your student begins his or her search for a higher education program that is suited to their interests.

# Norwich University Tuition Exchange Application

Employee Information		
Name: Please print	Email:	ID# A
Date of Hire:	Telephone:	Academic Year:

Student Information		
Name: Please print	Date of Birth:	Last 4 digits of SSN:
Home Address:	Email:	Student will enter as (ex. Freshman):
Will you complete a FAFSA form?	Telephone:	# Academic Years applying for:

List participating schools where student will apply including the state. Please do not abbreviate names of schools:

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**Return application to Human Resources.**

\_\_\_\_\_  
Employee Signature Date

HR USE:

\_\_\_\_\_ Disapproved    \_\_\_\_\_ Waitlist    \_\_\_\_\_ APPROVED    \_\_\_\_\_ Submitted

Comments: \_\_\_\_\_

HR: \_\_\_\_\_ Date: \_\_\_\_\_

TUITION BENEFIT REQUESTED BY:		
Employee: Please Print	Date of Hire:	ID# A
Department:	Contact Info:	

STUDENT INFORMATION <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Child - Date of Birth:		
Name:	ID #A	
Program:	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Degree Completion <input type="checkbox"/> Graduate - Program:	
	<input type="checkbox"/> Tuition Exchange- Academic Year:	<input type="checkbox"/> CIC-TEP <input type="checkbox"/> TEP
Semester/Seminar:	Start Date:	Anticipated Graduation:

**CERTIFICATION FOR DEPENDENT CHILDREN**

A Dependent Child is defined as the biological or adopted child, stepchild, or child whose legal guardian is an eligible individual. The child must also (1) be unmarried; (2) be under age 24; and (3) meet the IRS Support test requirements as a Qualifying Child of the employee or spouse.

I certify that my child meets the requirements for dependency. I understand that my child will not receive any other gift aid from the University and that NU gift awards that are made prior to processing this tuition benefit will be removed at the time the benefit is provided. Please note: eligible students may receive federal or state grants and all students may also qualify for federal student loans to help with non-tuition enrollment expenses.

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>APPROVALS</b>	
I certify that I meet the eligibility requirements for the NU tuition benefit and have registered for the program or courses indicated. I understand that I am responsible for all fees and charges and that the benefit covers only tuition.	
Employee's signature:	Date:
Supervisor's signature: Required if employee is the student	Date:
HR USE:    Comments:	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:                      Signature:

The NU Tuition benefit is extended to eligible employees and ROTC personnel for their self, spouse, and dependent children as out lined below. See Tuition Benefits Policy for further details.

	<b>Residential Undergraduate &amp; Graduate Courses and Online Courses offered by Residential Faculty*</b>
<b>Employee or ROTC Staff</b>	<p><u>Employee</u> – up to 6 credits per semester with no tuition cost, normal tuition costs beyond that must have supervisor approval; can miss up to 3 hours of work each week (must make up work hours if more than 3 hours are missed during the week)</p> <p><u>ROTC</u> – no credit limit or work hour restriction unless imposed by Commanding Officer Employee/Staff responsible for all fees and taxes -- NO WAITING PERIOD</p>
<b>Spouse &amp; dependent children of Employee or ROTC Staff</b>	<p>No credit limit; no tuition costs Employee/Staff responsible for all fees and taxes NO WAITING PERIOD</p>

Online Programs	College of Graduate & Continuing Studies	
	Undergraduate	Graduate
<b>Employee ROTC Staff Spouse</b>	<p>No credit limit</p> <p>Employee/Staff responsible for all fees and taxes, including an online management fee</p> <p>NO WAITING PERIOD</p>	<p>No credit limit; no tuition charge Employee/Staff responsible for all fees and taxes</p> <p>ONE YEAR EMPLOYMENT IN A BENEFITS-ELIGIBLE POSITION REQUIRED (or one year with the ROTC unit); may pay full cost to avoid the one-year wait.</p> <p>Enrollment is based on course availability &amp; paying student enrollments; employee may be waitlisted, but may pay a one-credit tuition cost per seminar for the duration of the program plus course fees to avoid being waitlisted.</p> <p>Employee paid 2.5 days of leave during Residency Week</p>
<b>Dependent Child of Employee or ROTC Staff</b>	May enroll under the same provisions as their parent	Not eligible

	Norwich PRO
<b>Employee</b>	<p>University employees only No cost Enrollment is contingent on course availability and paying student enrollments</p>
<b>Spouse &amp; Dependent children of Employee</b>	Not eligible

\*Online courses by residential faculty are those offered by the College of liberal Arts, the College of National Services, the College of Professional Schools, and the College of Science and Mathematics, generally to students enrolled in Study Away/Study Abroad programs or summer studies.