

Norwich University

Tuition Exchange Benefit Procedure

Norwich belongs to two tuition exchange programs: (1) Tuition Exchange Program (TEP) and (2) Council of Independent Colleges (CIC).

Tuition Exchange Program

- To access the TEP, employees must be employed in a benefits-eligible position for a minimum of five years.
- Effective 11/2020, there are no longer restrictions on the number of employees accessing the TEP.
- Upon approval by HR, the employee will apply for the exchange using the online form on the TEP web site. www.tuitionexchange.org

Council of Independent Colleges

- There is no waiting period to access the CIC.
- Upon approval by HR, the employee will apply for the exchange using the online form on the CIC website. www.cic.edu

Step 1

Determine the exchange(s) for which you are eligible and research schools your child may wish to attend. This is done in September of his or her senior year in high school. Web sites: www.tuitionexchange.org and www.cic.edu

Step 2

Attend a tuition exchange informational meeting as scheduled or contact HR with questions.

Step 3

Complete the electronic Dynamic Form - Tuition Exchange Benefits Request (found on the HR team site). It is advised that the request for the TEP be submitted as soon as possible and no later than October 31. Please note: while there is no specific deadline for the CIC, we encourage you to submit your requests in the early fall. This early deadline gives time for HR to confirm eligibility and to ensure your child's application reaches the importing school as soon as possible as some schools award the exchange early on.

Step 4

HR will verify your eligibility and notify you of your status as soon as possible after receiving the request.

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 Human Resources -- 802.485.2075 or nuhr@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 in a benefits-eligible position 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. 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. There is no requirement for university service years.

2. How many students are eligible each year? The number of eligible students may vary each year. The TEP recently lifted its limit requirement. 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..

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 it is the responsibility of the employee to apply for the TEP and/or CIC programs on behalf of their dependent. 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 - for CIC schools

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:

Return application to Human Resources.

Employee Signature Date

HR USE:

_____ Disapproved _____ Waitlist _____ APPROVED _____ Submitted

Comments: _____

HR: _____ Date: _____