

TUITION EXCHANGE DEFINITIONS and GUIDELINES

BEREA COLLEGE

Berea College participates in two exchange programs for its employees. One is through The Tuition Exchange Program (TEP), <http://www.tuitionexchange.org/> and one is through Council of Independent Colleges (CIC), www.cic.edu. The programs provide a national scholarship exchange program for family members of full-time faculty and staff among its members of over 600 colleges and universities.

The primary obligation of a member institution is to maintain a balanced exchange pattern, a reasonable match between “student exports and student imports”. A member institution may import as many as it wishes. It may not, however, export more than is allowed by program guidelines. Institutions with many applications may limit the number of TE scholarships it awards, both in imports and/or exports.

Please remember that this is an opportunity for faculty and staff, not a benefit. At some point, all who wish to participate may not be able to because of imbalance in the program(s).

All students must seek admission to the partner institution which determines admission and admission procedures.

The following definitions and guidelines apply to Berea College employees seeking to participate in the program.

1. **ELIGIBLE EMPLOYEE:** Any currently employed Berea College full-time faculty or staff, who has completed a minimum of two years of consecutive full-time service as of September 1 of the prospective participant’s enrollment in the first year of the Tuition Exchange, Inc. program.*
2. **ELIGIBLE DEPENDENT:** Those who are claimed as legal dependents for tax purposes, or meet the Department of Education’s definition of dependent for federal financial aid application purposes, or are born to the employee or spouse of the employee and reside with the employee more than six months in the calendar year prior to enrollment.
3. **APPLICANT:** The eligible family member of an eligible employee who has applied for full-time study to a college or university that participates in the tuition exchange programs. Scholarships are not granted for graduate study, non-degree study, or second undergraduate degrees.
4. **MAXIMUM SCHOLARSHIP:** The maximum number of terms allowed for the CIC exchange program is eight (four years); for the TEP program it is six terms (three years).
5. **Tuition Exchange Liaison Officer:** Andrea Spry, Director of Student Financial Aid Services, phone 985-3314 or email sprya@berea.edu.

*In the event an eligible employee with more than five years of service dies or becomes permanently disabled, their dependent that already enrolled in the TE program will normally be permitted to continue for the full three-year or four-year term. In cases where the eligible employee has worked less than five years, the participating dependent would normally be permitted to continue in the exchange through the duration of the academic year.