In December of 2001 St. John’s University became a member of The Tuition Exchange (TE), a partnership of over 607 colleges and universities offering competitive scholarships between member schools. Membership in the TE comprises St. John’s new Tuition Exchange Program (TE).

The purpose of St. John’s participation in these programs is to expand the current tuition remission program to provide additional educational benefits. However, scholarships are not guaranteed to any employee. They are competitive awards that will vary annually, depending on the availability of scholarships to St. John’s employees and the applicant meeting the admission requirements of the receiving school.

The TEP enables eligible dependent children and “legal dependents” of full-time faculty, staff and administrators, as well as eligible staff and administrators, to attend other colleges and universities for undergraduate studies. In exchange, dependent children of employees of other colleges and universities may attend St. John’s. Colleges and universities participating in this program have agreed to remit tuition for participants from other member institutions. The primary obligation of a member institution is to maintain a balanced exchange pattern, a reasonable match between student “exports” and student “imports.”

The following guidelines are applicable to St. John’s staff, administrators, and faculty who participate in the program in 2015-2016 for the 2016-2017 academic year.

A. Definitions:

1. **Eligible Employee:** Any currently employed staff or administrator who has completed at least two calendar years of full-time service at St. John’s as of January 15 of the current academic year (2015-2016) and any currently employed Faculty who has completed at least three calendar years of full-time service at St. John’s as of January 15 of the current academic year (2015-2016).

2. **Dependent Child:** An employee’s biological child, legally adopted child, stepchild, or a foster child, of any age, who has been supported by, and living in the home of, an eligible employee, provided that financial dependence on the parents can be demonstrated.

3. **Legal Dependent:** A person who meets the Internal Revenue Service guidelines for financial dependence.

4. **Tuition Exchange:** A program through which a participating TE institution provides competitive scholarships. TEP scholarships are awarded for full-time, undergraduate work only. They are not available for graduate study, non-degree study or second undergraduate degrees. TEP scholarships recipients must maintain a 2.5 grade point average on a 4.0 scale or its equivalent each semester after entry to maintain their TEP scholarship.
5. **Maximum Scholarship:** A TEP scholarship will be awarded to the eligible employee or only one child of an eligible employee at a time. TEP scholarships will not exceed a maximum of four years or eight semesters per eligible employee.

6. **Tuition Exchange Liaison Officer:** Soraya Casanova (718) 990-2020.

**B. Procedures:**

1. By November 1 of the current academic year (2015-2016), applicants must notify the TEP Liaison Officer of intent to apply for a TEP scholarship by completing an Application/Certification Form available from the Human Resources Office or online at [www.stjohns.edu/faculty/hr/benefits/tuition.sju](http://www.stjohns.edu/faculty/hr/benefits/tuition.sju), and returning it to the Human Resources Office.

2. The TEP Liaison Officer will verify the eligibility and seniority of the St. John’s employee.

3. By January 1 of the current academic year (2015-2016), St. John’s will be given the number of available TEP “units” available for the upcoming academic year. The number of available “units” or “slots” will be determined by the current number of St. John’s “imports” and “exports” and may vary from year to year.

4. By January 15 of the current academic year, the selection of TEP candidates will be made.
   a. If the number of applicants is equal to the number of TEP scholarships available, each applicant will be given the opportunity to apply for a TEP scholarship.
   b. If the number of applicants exceeds the number of TEP scholarships, candidates will be selected on a priority-ranking basis. Students currently attending participating schools who have applied or whose parents apply by the deadline will be considered.
      (i) First priority will be given to students who have already received a TEP scholarship for two years.
      (ii) Second priority will be given to students who received a TEP scholarship for less than two years.
      (iii) Third priority will be given to new applicants based on length of full-time service with the University service of the parent. Seniority is based on years of full-time service at St. John’s. Among applicants whose parents have the same years of full-time service, priority will be determined by financial need as measured by the Parents’ Confidential Statement.
      (iv) Last priority will be given to new applicants with siblings who have already received a TEP scholarship.
   c. In the event that a TEP recipient chooses to attend a non-TEP institution or otherwise forfeits the right to receive a TEP scholarship, applicants who were not selected will be reconsidered for any available slots.
   d. Applicants who are not selected may reapply for a TEP scholarship for the following academic year in accordance with the priority ranking described in item (b) above.

5. The TEP Liaison Officer certifies the eligibility of selected applicants to receive a TEP scholarship by entering applicant data into the Tuition Exchange web site database.

6. Selected applicants must accept the TEP scholarship award in writing by May 1 for the upcoming academic year and notify the TEP Liaison Officer. Applicants who do not meet this requirement will forfeit their awards.

7. Students will ordinarily be able to remain in the program for four years, but continued participation depends upon yearly certification of eligibility, the student’s adequate academic standing at the host institution, the host institutions’ acceptance of the scholarship recipient into their TE slot and St. John’s ability to attract sufficient “imports” to balance its “exports”.
8. Eligibility to apply for a TEP scholarship is determined by St. John’s. However, the host institution grants TEP scholarships. St. John’s cannot guarantee that any applicant, no matter how well qualified, will receive a TEP scholarship. The student must be accepted on his/her own merits by the college that he/she wishes to attend on a TEP scholarship. It is the applicant’s responsibility to determine whether that college in on the current TEP membership list and has eligible TEP slots. If the applicant is a transfer student who has previously attended a post-secondary institution, his/her cumulative grade point average must be at least 2.5 on a 4.0 scale or its equivalent. Transfer students must submit an official academic transcript.

9. Most scholarships cover full tuition, but not special fees, course overloads, or room and board charges. Institutions are permitted to award less than their full tuition, but not less than the Optional Set Rate, as determined by The Tuition Exchange. TEP applicants can obtain the most current list of TE schools on the TE website: www.tuitionexchange.org.

10. Continued participation in the program is contingent upon matriculation and maintenance of a GPA of at least 2.5 on a 4.0 scale after the first semester of study. Each recipient who is awarded a TE scholarship must submit a transcript to the St. John’s TEP Liaison Officer within one month of the end of each semester. Students must maintain full-time status at the host institution. Continual withdrawals, failures or poor grades will be monitored and can jeopardize a TEP scholarship.

11. Applicants must inform the St. John’s TE Liaison Officer of the outcome of any TEP application process. If a TEP recipient takes a leave of absence or withdraws from school, the student must notify the TEP Liaison Officer at both St. John’s and the host institution immediately.

12. TEP scholarship benefits will not cover:
   a. Auditing of courses.
   b. Off-campus portion of a student’s degree, e.g. work-study, medical internships or study abroad.
   c. Winter session, post session and summer sessions.

13. **Retired/Deceased Employees:** Dependent children and legal dependents of retired/deceased administrators, staff and faculty are not eligible for TEP scholarship benefits.

14. **Terminated Employees:** TEP benefits cease when the employee is terminated. The amount of tuition will be pro-rated for the semester.

15. **Employees/Reduction in Force:** Employees who are impacted by a reduction in force situation will be eligible to continue with any TEP scholarships in effect at that time for the duration of the enrolled student’s undergraduate program provided the recipient school is willing to accommodate this request.

16. St. John’s reserves the right to modify these guidelines to insure an appropriate balance between “import” and “export” students.