

***St. John's University***  
**Tuition Exchange Guidelines**  
**Academic Year 2021-2022**

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 2020-2021 for the 2021-2022 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 (2020-2021) 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 (2020-2021).
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.
5. **Maximum Scholarship:** A TEP scholarship will be awarded to the eligible employee can apply for up to two dependents. TEP scholarships will not exceed a maximum of four years or eight semesters per eligible employee.

6. **Tuition Exchange Officer:** Soraya Casanova (718) 990-2020, [casanovs@stjohns.edu](mailto:casanovs@stjohns.edu)

**B. Procedures:**

1. By November 1 of the current academic year (2020-2021), applicants must notify the TEP Officer of intent to apply for a TEP scholarship by completing an Application/Certification Form available from the Human Resources Office or online at <https://www.stjohns.edu/about/administrative-offices/human-resources/employee-benefits> and returning it to the Human Resources Office.
2. The TEP Officer will verify the eligibility and seniority of the St. John's employee.
3. By the first week in January of the current academic year (2020-2021), St. John's will determine the number of available TEP slots available for the upcoming academic year. The number of available 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 slots available, each applicant will be given the opportunity to apply for a TEP slot.
  - b. If the number of applicants exceeds the number of TEP slots, 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.
    - (ii) Second priority will be given to new applicants based on length of full-time service with the University service of the parent.
    - (iii) Third priority will be given to new applicants with siblings who have already completed the TEP scholarship allotment.
    - (iv) Fourth priority will be given to a second dependent of an eligible employee.
  - 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. Selected applicants must notify the TEP officer in writing by May 1<sup>st</sup>. stating they are accepting the scholarship at their desire institution. Applicants who do not meet this requirement will forfeit their awards.
6. Students will ordinarily be able to remain in the program for four years, but continued participation depends upon yearly re-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".
7. Continued participation of imports 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 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.

8. **Retired/Deceased Employees:** Dependent children and legal dependents of retired/deceased administrators, staff and faculty are not eligible for TEP scholarship benefits.
9. Applicants must remain in contact with the St. John's TEP officer of the outcome of any TEP application process.
10. If a TEP recipient takes a leave of absence or withdraws from school, the employee must notify the TEP Officer at both St. John's and the host institution immediately.
11. **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.
12. **Terminated Employees:** TEP benefits ceases at the end of the semester when the employee is terminated; TEP benefits ceased.
13. **Employees/Reduction in Force:** Employees who are impacted by a reduction in force 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 host institution is willing to accommodate this request.
14. St. John's reserves the right to modify these guidelines to insure an appropriate balance between "import" and "export" students.