Tuition Exchange/CIC Program

The College participates in two external tuition exchange programs: the Council of Independent College (CIC) Tuition Exchange Program and the Tuition Exchange, Inc. Program. These benefits are available to the eligible dependents of full-time employees of the College who meet the following minimum consecutive service requirements:

- Eligible dependents of exempt employees are immediately eligible to apply for tuition exchange under either of these programs.
- Eligible Dependents for non-exempt employees are eligible to apply for tuition exchange under either of these programs after the employee has completed one (1) full year of consecutive full-time employment with King’s College.

For the purpose of both of these programs, an eligible dependent must not possess a baccalaureate degree and must be listed as a dependent son or daughter as defined by the Internal Revenue Service tax reporting guidelines on the employees’ annual tax return. No benefits are available to dependents who already hold a baccalaureate degree and/or who wish to take courses for enrichment or to increase professional competence.

Council of Independent Colleges (CIC) Tuition Exchange Program

The College participates in the Council of Independent Colleges Tuition Exchange Program. This program is comprised of more than 300 institutions across the United States.

Application Process

- Each year, for the tuition benefit, the full-time employee and/or the eligible dependent must complete the Statement of Eligibility Tuition Remission Request Form no later than October 1st of the preceding academic year (i.e. October 1, 2007 for the 2008-2009 academic year). Forms are available from the Human Resources Department. New applicants may submit college admission applications for more than one institution simultaneously.
- The employee must provide the Director of Financial Aid the names of the institutions the dependent has applied to for admission within two weeks of their receipt of eligibility and ranking for the program.
- The eligible dependent must also apply for admission through the Office of Admissions at the host CIC college by the deadlines prescribed by the CIC college.
- The full-time employee and/or eligible dependent must annually apply before the May 1st deadline preceding the academic year in which classes will be taken for any applicable state and federal grants. Applicants are required to submit all financial aid awards to the host college.
Program Specifics

Application does not guarantee a student's eligibility for a scholarship. The host institution determines an individual's eligibility to receive the scholarship after King's College confirms an individual's eligibility to apply for the award. Criteria for the determination vary by school.

- Students must continue to meet the academic performance and personal conduct standards of the host institution. Importing institutions have the right to terminate a scholarship if a student does not meet required standards.
- Students must reapply and be reapproved by both institutions each year. Students in good standing who reapply on a timely basis are automatically eligible for up to three years of annual renewal of tuition remission for undergraduate study, for a total benefit of four years.
- This benefit is contingent upon both institutions membership renewal and registration in the program.
- Each host college is limited to enrolling only three new exchange students in any year.
- Fees, books, room and board, and other charges are the responsibility of the full-time employee and/or eligible dependent.
- No limit is placed on the total number of students each institution exports.
- All benefits and program specifics are applicable to the time period covered under the current specifications of the program. All terms of this agreement are subject to change as directed by the CIC.

For more information and to review a list of CIC participating institutions, go to the CIC website at www.cic.edu or contact the Financial Aid Department.

The Tuition Exchange, Inc. Program

King's College participates in the Tuition Exchange, Inc. Program. This program is comprised of over 400 colleges and universities. Under the Tuition Exchange Program, eligible dependent children may enroll at other member institutions.

The number of available scholarships will be determined each year based on the number of new students enrolled at King's College from other Tuition Exchange institutions. The college is required to maintain a balance between "exports and imports". It is a pooled Reciprocal Scholarship Program not a one-to-one exchange. Tuition Exchange is based on an import/export formula using data from the most current five-year period. The goal of the Tuition Exchange Program is that a zero balance will be maintained. Each member school determines the value of the award. Most will cover some portion of tuition but are not required to cover full tuition. They may also cover, but are not required to cover, special fees, course overloads, or room and board charges. In
addition, each member school develops its own guidelines for approving imports including the number they will accept.

Application Procedures

- The dependent child must apply for admission to the Tuition Exchange member institution before submitting the Statement of Eligibility Tuition Remission Request Form to the King’s College Human Resources Department.
- Each year, for the tuition benefit, the full-time employee and/or the eligible dependent must complete the Statement of Eligibility Tuition Remission Request Form no later than October 1st of the preceding academic year (i.e. October 1, 2007 for the 2008-2009 academic year). Forms are available from the Human Resources Department. New applicants may submit college admission applications for more than one institution simultaneously.
- The employee must provide the Director of Financial Aid the names of the institutions the dependent has applied to for admission within two weeks of their receipt of eligibility and ranking for the program.
- Students must reapply and be reapproved by both institutions each year. Students in good standing who reapply on a timely basis are eligible to receive a total of eight semesters of full-time undergraduate tuition. Host institutions may extend a scholarship to a fifth year in special circumstances and upon consultation with the exporting institution. Any limitations will be described by the host institutions at the time the initial scholarship is offered.

Program Specifics

No dependent that was participating during the 2005-2006 academic year in the Tuition Exchange scholarship program will be affected by any program restrictions that may be placed on the College due to an import/export imbalance. Restrictions for available slots are imposed on all new participants that were not participating in the program during the 2005-2006 academic year.

- After any existing imbalance is remedied, the number of applications available for TE scholarships in any year will be equal to the number of actual new imports the previous year added to the number of unused applications from the previous year minus withdrawals of imports to King’s College. Employees are encouraged to investigate the opportunities under the CIC scholarship program referenced above.
- In the event that requests for export scholarships exceed the number of scholarships available, new applications submitted on a timely basis will be ranked according to the employee’s years of full-time consecutive service with King’s College. Applicants will receive written notification from the Human Resources Department of the status of their application to participate in the program.
- For the purpose of this program only, an employee’s years of service will be decreased by 1.5 years for each year that the employee makes use of the
program, in order to give fair access to the program. Any employee who uses up more years of service than they have accumulated will be allowed to maintain a negative balance. Employees who leave the College and are rehired are subject to the College’s existing rehire policy as applied to other benefits.

- In the situation where the seniority ranking creates a tie between two or more individuals for the available number of slots, the awards will be granted through a lottery drawing.
- The Director of Financial Aid will announce the number of application slots by December 15th for the next academic year (i.e. December 15, 2007 for the 2008-2009 academic year).
- No employee may start more than one dependent in the program in any given year unless export slots unclaimed by any other eligible employee exist.
- Employees who are offered the opportunity to apply for a scholarship at a later date (after the initial selection process) and who are rejected by the host institution because of the date of their application will not be considered to have used the program.
- An employee who has been refused an application because of seniority ranking will have priority if they have equal seniority ranking with another employee in a subsequent year provided that the application is for the same dependent. (In the instance of ties, the College will give priority to application for scholarships lasting less than four years. This policy is intended to maximize the number of individuals that may use this benefit.)
- Students must continue to meet the academic performance and personal conduct standards of the host institution. Importing institutions have the right to terminate a scholarship if a student does not meet required standards.
- This benefit is contingent upon both institutions’ membership renewal and registration in the program.
- If the application is approved by King’s College, the application will be forwarded to the liaison officer of the host institution who, in turn, will provide notification to the applicant on the status of their eligibility.
- All benefits and program specifics are applicable to the time period covered under the current specifications of the program. All terms of this agreement are subject to change as directed by Tuition Exchange, Inc.

For more information and to review a list of Tuition Exchange, Inc. participating institutions, go to the tuition exchange web site at www.tuitionexchange.org or contact the Financial Aid Department.

Effective Date: 10/1/05