



Norwich University  
Tuition Exchange Scholarship Program Policy  
July 31, 2008 INTERIM

Norwich University participates in two programs that provide tuition scholarship opportunities for dependent children of eligible faculty or staff members at participating institutions. The programs are limited to undergraduate programs only.

**Council of Independent Colleges Tuition Exchange Program (CIC-TEP)**

This program includes over 350 colleges and universities throughout the United States. Each participating institution is required to provide three scholarships per year for students from participating schools. There is no limit on the number of dependents of our faculty or staff members attending other institutions.

This program is available to all dependent children of employees who are eligible for tuition scholarships at Norwich University. Non-exempt employees must have one year of service at the time of application for the program. The student must apply for admission to the participating school, and submit any required financial aid information. Any financial aid awards must be submitted to the host school. The student must also request a CIC-TEP Student Application Form from the Norwich University Financial Aid Office, which we will send to the Liaison Officer at the host institution.

**The Tuition Exchange, Inc. (TE)**

This program is the oldest exchange program of its kind in the United States, and includes over 580 participating institutions. Norwich University's access to the program depends on a rolling five year accounting of imports and exports. If our exports exceed our imports by more than 100%, we are restricted from exporting any new students until the balance is below that level.

This document will continue our long-standing practice that eligibility for the program is limited to dependent children of employees with at least five years of benefits eligible service, and the number of exports from Norwich University may be limited in any one year. The decision on the number of exports authorized each year will be made by the Director of Human Resources, based on the balance of imports and exports as of October 1. Norwich approval for exports will be awarded based on the faculty or staff member's length of service with Norwich University, first for faculty or staff members who have not previously benefited from the program, and then for faculty or staff members who have previously had children enrolled through this program. In the case of faculty or staff members with the same employment date, any necessary selection will be made by lottery. If the number of eligible applicants exceeds the number of available awards, the remaining applicants will be placed on a waiting list. Any Norwich export awards that are not used by the original award recipients will be offered to those on the waiting list in the order described above.



## **Policies and Procedures for Both Programs**

1. Each program has a required application form that can be obtained from the Student Financial Planning Office. Applications will be accepted each year beginning on September 1. The application deadline is September 30. The application must be filed in the academic year preceding the academic year for which the scholarship is sought. For example, the application must be submitted by September 30, 2008, for the 2009-2010 academic year.
2. To be eligible, the student must be a dependent child of an eligible faculty or staff member employed by Norwich University. "Dependent" means eligible and claimed as a dependent by the faculty or staff member for United States income tax purposes.
3. For the TE program, applications will be ranked based on the length of service of the eligible faculty or staff member, first for children of faculty or staff members who have not benefited from the program, and followed by children of faculty or staff members who have previously had any children enrolled through the program. The number of TE exports awarded each year will be determined by the Director of Human Resources based on the balance of imports and exports as of October 1. We have not needed to limit the number of awards under the TE program in most years in the past. Whenever the number of awards is limited, the remaining applicants will be placed on a waiting list. Any scholarships that are not used by the original award recipients will be offered to those on the waiting list in the order described above. Because these scholarships are dependent on admissions and tuition exchange program decisions at other institutions, final decisions on waiting list applications are likely to be made in May.
4. Students must meet the admissions requirements at the institution they are seeking to attend, and must complete all admissions procedures required by that institution. Students who are approved for the scholarship by Norwich in October will also need acceptance by the host institution. Students should notify the liaison officer at Student Financial Planning whether they intend to accept the scholarship as soon as possible after acceptance by a host institution. Students on the tuition exchange waiting list should also apply to the host institution they would like to attend in order to preserve the possibility of a scholarship. For students on the waiting list, acceptance by a host institution does not guarantee that the scholarship will be approved by Norwich University, unless a scholarship becomes available.
5. Norwich University assumes no liability for educational expenses under these programs. Parents assume financial responsibility for all charges that are not covered by these programs, which may include fees, room and board charges, and any portion of the tuition not covered by the scholarship. Norwich University assumes no responsibility for any educational expenses should either or both of these programs be suspended or terminated. Scholarship benefits under these programs are not guaranteed, and are dependent on the University's election to continue to participate.
6. Access to these programs ends when the faculty or staff member ceases qualifying employment with Norwich University. In the event that employment ends after a term begins, the student will be



allowed to continue until the end of the term in progress. In the event that employment ends due to retirement, death, or disability, after the beginning of an academic year, the student will be allowed

to continue until the end of that academic year.

7. Scholarships are provided only for undergraduate education toward an initial baccalaureate degree. Normally, the scholarship will continue for four academic years, as long as the student remains a dependent child of an eligible faculty or staff member, and makes satisfactory academic progress, and the university chooses to continue its participation in the program. The faculty or staff member must formally reapply for continuation of the scholarship each year.

8. The University retains the right to amend this policy or discontinue participation in either of the exchange programs at any time. Should the University decide to discontinue participation in either of the programs, the University will strive to allow any current scholarship recipients to complete the normal period of the scholarship under the same terms and restrictions as if the University's participation in the programs had continued.