

UNIVERSITY OF HARTFORD

TUITION EXCHANGE PROGRAM PRELIMINARY APPLICATION & POLICY SUMMARY

NOTE: This Summary is a general explanation only of the Tuition Exchange Program (“TE Program”). It is not a complete description, and is not binding. If there is a conflict between this Summary and the Complete Program Policy, the Policy will control.

The TE Program provides reciprocal scholarships for the eligible dependents of employees working at participating colleges and universities – currently more than 625 Member Institutions in 46 states and the United Kingdom. If you and an eligible dependent meet the minimum requirements for participation, you may apply for your dependent to receive a TE Scholarship at a Member Institution. PLEASE NOTE: This is a very limited program, with many requirements and a small number of available scholarships. As explained below and in the Program Policy, many eligible dependents will not be able to receive a TE Scholarship. **The TE Program is not a benefit**, but rather a limited opportunity with no rights attached.

REQUIREMENTS:

- You must be an “Eligible Employee” – a regular full-time employee with at least five years of continuous full-time or full-time-equivalent service at the University of Hartford.
- Only your dependent children (including children who are adopted or who are your legal guardians) are “Eligible Dependents” who may receive a TE Scholarship.
- Your Eligible Dependent must be accepted into a Member Institution under normal admissions standards.
- The admitting Member Institution must have TE Scholarships available to give to students from the University of Hartford. Member Institutions may allow as few or as many scholarships as they wish, and may offer full or partial scholarships.
- The University of Hartford cannot exhaust its available TE Scholarship slots, which is roughly equal to the number of TE Scholarships University of Hartford awards to dependents from other Member Institutions.
- You must submit an application annually no later than October 1 for the following academic year.

By October 1st of each academic year, an Eligible Dependent who wishes to be considered for a TE Scholarship must complete and submit the preliminary University of Hartford TE application. By December 1st of each academic year, the University of Hartford will determine how many Eligible Dependents can be certified and approved for “export”.

Sponsorship by the University of Hartford **DOES NOT** guarantee a TE scholarship. The Member Institution may have specific criteria for awarding of a TE Scholarship or may not be in a position to offer a scholarship. Acceptance or rejection by a Member Institution normally occurs in late spring. The Eligible Employee will be notified by the Member Institution to which the Eligible Dependent has applied whether or not a TE Scholarship has been awarded.

ADDITIONAL LIMITS AND CONDITIONS

- The TE Scholarship is only available for undergraduate study. It is not available for non-degree study or second undergraduate degrees.
- Normally, each Eligible Dependent may receive a TE Scholarship for no more than four years (8 semesters or equivalent).
- TE Scholarships are awarded only one year at a time. THERE IS NO GUARANTEE that a scholarship recipient will receive a TE Scholarship the next academic year.
- If more University of Hartford employees apply for TE Scholarships than are available, applications will be reviewed and prioritized according to a set of criteria, including but not limited to:
 - Whether any other Eligible Dependent has received a TE Scholarship in the past;
 - Whether the Eligible Employee has more than one Eligible Dependent currently in the TE Program.
 - The seniority of the Eligible Employee, but subject first to the other criteria.

The University of Hartford reserves the right to change its TE Program Policy at any time without prior notice. Other restrictions may apply.

For a complete list of Member Schools visit tuitionexchange.org and click the “Families” Tab.

If you wish to be considered for a Tuition Exchange Scholarship, please complete the enclosed application in full and submit to Shane Ciccarelli, the TE Liaison Officer by October 1st of the student’s senior year of high school.

Call 860-768-4062 or email ciccarell@hartford.edu for questions or complete details.

UNIVERSITY OF HARTFORD

Tuition Exchange Preliminary Application
Due October 1st Annually

Student Name (please print)		Student Date of Birth	Student Social Security Number
Home Address		City	State Zip
Area Code and Telephone Number		Student Email	
Employee Name and University ID (UHID)		Employee Email	
*Date of hire (mm/dd/yy)			

Academic year for which student is applying for Tuition Exchange:

20 ____ - 20 ____

When the Student enrolls he/she will be a college:

FRESHMAN SOPHOMORE JUNIOR SENIOR

Is this a first-time application for TE **for the student noted above**? (check one):

YES NO

Has the student above received a TE Scholarship in the past? (check one):

YES NO

If YES, how many years? (Check one)

1 year 2 years 3 years 4 years

Tuition Exchange schools to which student will be applying for admission:

School	City	State

Have you had other Eligible Dependent receive a Tuition Exchange Scholarship? YES NO

If YES, please complete the information below:

1 year 2 years 3 years 4 years

Student's Full Name Number of years awarded TE (check one) School Attended/Attending

(Note: For any additional Eligible Dependents, please indicate the same information using the back of this form.)

I understand that this program is open only to "Eligible Dependents" per the University of Hartford Tuition Exchange Policy. I hereby affirm that those listed on this application do qualify as an Eligible Dependent. I recognize that the Tuition Exchange Scholarship Program is not a benefit and that certification by the University of Hartford or the importing institution is not guaranteed.

Signature of employee

Date

Complete and return this form by the October 1st deadline through campus mail, addressed to Shane Ciccarelli, Associate Dean of Admission. For questions, email ciccarell@hartford.edu or call 860.768.4062.