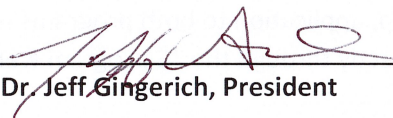




**ST BONAVENTURE**  
**UNIVERSITY**

<b>Tuition Exchange Policy</b>			
<b>Administered By:</b> Office of Financial Aid and Office of Human Resources			
<b>Approved By:</b> 		<u>12-21-22</u>	
Dr. Jeff Gingerich, President		Date	
<b>Policy Number:</b> HR-007	<b>Associated Form:</b> Online	<b>Associated Procedure:</b> Online	<b>Policy Version &amp; Date:</b> Final – 12/21/2022

**Purpose:**

The St. Bonaventure Tuition Exchange (TE) policy is designed to enrich the lives of employees and their families by providing an opportunity to reduce, or eliminate, tuition costs associated with attendance at a college or university other than St Bonaventure University. The receiving school must be a member of a tuition exchange program.

**Scope and Eligibility:**

Full-time employees and their dependents. Dependent must also apply and be accepted to St Bonaventure University to qualify for participation in TE. A maximum of 10 schools can be applied to the Tuition Exchange application.

Tuition Exchange only applies to undergraduate programs.

**Definitions:**

“Dependent children” are defined as children, step-children, adopted children, foster children, or other court-ordered dependents up to the age of 26 to align with other employee benefit guidelines.

“Export School” is the TE member school that determines program eligibility. For this policy, St Bonaventure is the export school for all employee dependents.

“Import School” is the TE member school that the employee dependent is seeking admissions.

**Policy Statement:**

SBU participates in Tuition Exchange (TE), a member-based scholarship opportunity, to maximize scholarship opportunities to the dependents of full-time employees of SBU. There is no guarantee that your student will be awarded the TE scholarship by the desired import school. SBU also does not

control the amount of the scholarship available. This portion is determined and set by the import school.

Tuition Exchange scholarships are competitive. Every student must meet the Imports school's admission requirements and application deadlines. Import schools may also have additional requirements for exchange applicants, such as higher academic standards, living on campus, and completing the FAFSA annually.

**Procedure:**

1) First time applicants/High School Seniors:

St Bonaventure University is a member in two (2) Tuition Exchange Programs. To better your students' chances for receiving a scholarship, application to both programs is recommended. Employees should apply directly through the TE program website. (Administered by these programs below)

- **Tuition Exchange** - <https://www.tuitionexchange.org/>
- **The Council of Independent Colleges** - <https://www.cic.edu/member-services/tuition-exchange-program>

*\*It is important to remember that many schools have Exchange Application deadlines. It is important to check with the Import schools to be sure you don't miss a primary filing deadline.*

2) Renewal applicants (already receiving TE scholarship):

Complete the Tuition Exchange Renewal Request form in NeoEd for each academic year by December 1. Once submitted, SBU Office of Human Resources and Financial Aid will confirm continued employee eligibility and notify the import school.

**Related Policies:**

- Staff Handbook
- Faculty Status & Welfare Handbook
- Tuition Remission Policy



