

BENNINGTON COLLEGE

To: Eligible Faculty and Staff
From: Heather Faley, Director of Human Resources
Date: September 30, 2011
Re: Tuition Exchange Program: Academic Year 2012-2013

Bennington College is a member of the Tuition Exchange (TE), a cooperative program that provides an opportunity for natural or adopted legally-dependent children of qualifying faculty and staff to receive substantial tuition scholarships at over 600 colleges and universities in the U.S. A list of participating colleges is available at www.tuitionexchange.org.

Each year, Bennington can designate a limited number of faculty/staff dependents to apply to other institutions as TE Scholars. The institutions to which these students are applying may limit the number of Tuition Exchange scholarships offered to applicants, so designation by Bennington does not assure the dependent of a TE scholarship. Only children under 25 years of age who are working toward a first associate or baccalaureate degree may apply.

Eligible to apply are the following:

- Full-time, non-union employees who have been on continuous full-time status for at least the most recent three years as of the January 1 or July 1 immediately prior to the date the dependent child expects to enroll, or continues enrollment in a TE member institution's undergraduate program for his or her first associate or baccalaureate degree and provided the employee remains on full-time, benefits-eligible status;
- Full-time, non-union employees who have worked continuously in a part-time, benefits-eligible position *prior to becoming full-time* and whose part-time service is the accumulated equivalent of 3 years as of the January 1 or July 1 immediately prior to the date the dependent child expects to enroll, or continues enrollment in a TE member institution's undergraduate program for his or her first associate or baccalaureate degree and provided the employee remains on full-time, benefits-eligible status.
- Part-time, non-union, benefits-eligible employees who have worked continuously in a part-time, benefits-eligible position and whose part-time service is the accumulated equivalent of 4 years as of the January or July 1 immediately prior to the date the dependent child expects to enroll, or continues enrollment in a TE member institution's undergraduate program for his or her first associate or baccalaureate degree and provided the employee remains on part-time, benefits-eligible status.

For the academic year 2012-2013, colleges participating in the Tuition Exchange may provide a limited number of scholarships covering \$31,000 or more of annual tuition. You may view the current list of participating Tuition Exchange institutions at www.tuitionexchange.org.

Application for a student's participation in the TE program does not guarantee acceptance by a member TE institution, nor does it ensure the award of a scholarship. See the enclosed question and answer sheet for an explanation of TE certification as an "outgoing" applicant, and the awarding of a TE Scholarship by a host institution.

As a TE participant, Bennington College has agreed to provide scholarships for incoming students which, over time, must be in balance with outgoing placements in order for Bennington to stay in the program. Once a student is designated as a TE participant, Bennington expects to certify his or her participation for up to a four-year period.

Note that during the period that a student is participating in the TE, the student's parent must remain in TE-eligible employment status, and the student must remain enrolled at the institution, meeting the host institution's standards of academic performance and conduct.

If you meet the qualifications and have a child who is applying for admission or attending one of the TE colleges, you are welcome to request an application for the program and make an appointment to discuss the process. Please contact Meg Woolmington, Director of Financial Aid, mwoolmin@bennington.edu with questions. Completed applications must be submitted to the Human Resources Office no later than November 1, 2011.

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Tuition Exchange Program 2012-2013

Who is eligible to apply for Tuition Exchange (TE) participation?

Non-union employees at Bennington College who, as of the July 1 or January 1 before a child's intended enrollment in an *undergraduate program* at a TE college, (1) have been on continuous full-time status for at least the most recent *three* years, or (2) have worked continuously in a part-time, benefits-eligible position prior to becoming full-time and whose part-time service is the accumulated equivalent of *three* years, or (3) have worked continuously in a part-time, benefits-eligible position and whose part-time service is the accumulated equivalent of *four* years, may apply for TE participation on behalf of that child. The student must be under the age of 25 at the time of initial TE application and approval. TE participation is not offered for graduate study, non-degree study or for a second undergraduate degree.

What are my chances of being certified by Bennington as eligible for Tuition Exchange participation?

There is no guarantee. The TE program is not a Bennington benefit, so you are not *automatically* eligible to receive it. The number of available new TE opportunities depends on the number of Tuition Exchange students who come to Bennington.

How does my child become eligible for a TE scholarship?

There are several steps in the process. First, the employee submits a TE application to the Human Resources Office. In conjunction with the TE Liaison Officer, the Human Resources Office will determine whether the employee's child is eligible as an "outgoing" TE student. (This process is called certification.) Second, upon certification, the employee's child applies for admission to one or more TE participating colleges. Third, when the child is admitted, the host college will determine whether or not a TE scholarship will be awarded. Fourth, a student who is offered a TE scholarship must notify as quickly as possible the Bennington College TE Liaison Officer (Meg Woolmington, Financial Aid Office, mwoolmin@bennington.edu) as to whether he/she will matriculate and accept the TE scholarship (no later than April 20 unless another date is worked out with the Bennington College TE Liaison Officer).

When should my child apply for the TE scholarship?

Complete Bennington's TE Application and return it to the Human Resources Office by November 1, 2011. (Applications will be accepted after that date and certified on a space-available basis.) If your child is certified as a Bennington TE participant, he/she should apply for a TE scholarship from a TE member institution at the same time he/she applies for admission.

What is the value of a TE scholarship?

For 2012-2013, TE colleges with annual tuition costs greater than \$31,000 offer TE scholarships that cover at least \$31,000 of tuition. TE institutions with lower tuition costs may offer scholarships that cover only tuition (not room and board) or, based on each institution's own decision, more than tuition. Some member institutions reduce the TE award by the amount of federal and state grants awarded a student. The Tuition Exchange Application/Certification Form notification provides specific details, but if there is any confusion, please seek clarification from the TE Liaison Officer at the host institution. *Undergraduate TE scholarships are not taxable.*

What are the chances that the participating college will award my child a TE scholarship ?

It is difficult to predict the chances because the results depend on how many TE scholarships the chosen colleges offer and on the number of TE applicants for those scholarships. Applicants awarded a TE scholarship will be informed by the host institution in accordance with its notification schedule.

What is the cost to the employee for a child receiving a TE scholarship?

An employee whose child participates in the Tuition Exchange must pay an annual \$35 administrative fee charged by TE. The employee will receive an invoice after TE bills Bennington College for the fee.

What happens if a large number of Bennington employees apply for TE for the same school year?

Bennington may certify a certain number of applicants as “outgoing” TE participants this year. If the number of applicants exceeds the designated threshold, the participants will be chosen based on the length of time an employee has waited for a child to be designated, the length of the Bennington employee’s full-time uninterrupted tenure with the College, and whether a child of the employee has participated previously.

What happens if too many students apply for TE scholarships at a particular TE host college?

Each participating TE college determines to whom they will offer admission and, secondarily, to whom they will offer TE scholarships. The criteria used to determine who will be offered a TE scholarship could include but is not limited to, SAT scores, class rank, teacher recommendations, activities, etc.

Is there anything else I should know about Tuition Exchange?

If your child intends to apply for any other financial assistance, he/she should do so at the same time the admissions and TE applications are filed. A student who is *not* offered a TE scholarship might be offered other financial aid. A student who is offered a TE scholarship might be offered financial aid beyond that scholarship as well. Contact Meg Woolmington, Director of Financial Aid, mwoolmin@bennington.edu with questions.

What must a TE student do to maintain eligibility for the TE scholarship in subsequent years?

Students will be able to remain in the TE program for up to **four years**, contingent upon yearly re-certification of eligibility confirming

- the student’s continuing enrollment in an eligible program at the host institution
- the parent’s continuing status as a full-time employee of Bennington College.

If these criteria are not met, the student will not be re-certified as a TE participant.

What if, as a TE scholarship recipient, my child’s enrollment status at the host institution changes?

If a TE recipient takes a leave of absence or withdraws from school, he/she must immediately notify the TE Liaison Officers both at Bennington College (Meg Woolmington, mwoolmin@bennington.edu) and at the host institution. A student whose participation in TE is interrupted and who wants to resume must begin over again with the process of applying for Bennington’s certification as TE participant.

Bennington College reserves the right to modify at any time its guidelines and criteria for employee qualification and to discontinue participation in the Tuition Exchange program at its sole discretion.

BENNINGTON COLLEGE

Application to Participate in the Tuition Exchange (TE) Program

Employee's Name: _____
Last First Middle

Employee's Department: _____

Date of Hire: _____ Employee's Email: _____

Child's Name: _____
Last First Middle

Child's Social Security Number: _____ Child's Email: _____

Child's Address: _____

Child's Telephone Number: _____ Date of Birth: _____

Expected First Enrollment Date: _____ Expected College Graduation Date: _____

List TE host institutions to which the student will be applying:

I certify that I agree to the conditions of the TE program as required by Bennington College (the sponsor institution), the TE host institution, and the TE itself.

Employee's Signature

Date

Return this form to Human Resources, Barn 102, Bennington College, One College Drive, Bennington, VT 05201.

Office Use Only:
Date of Hire Verification _____

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