

**Tuition Exchange Program Guidelines
Hampshire College
2023-2024**

Q. Who is eligible to apply for a Tuition Exchange Program (TEP) scholarship?

A. Full-time (1.0 FTE) benefits-eligible faculty and staff who have completed a minimum of one year continuous full-time service at Hampshire by the priority deadline of **December 2, 2022** for the 2023-2024 academic year are eligible to apply for TEP participation on behalf of their dependent child. Should an employee complete one year of continuous full-time employment after the priority deadline but before May 31, 2024 they may submit their application after their anniversary date for submission to the TEP waiting list.

Q. What is the definition of “dependent child”?

A. A dependent child is any natural, adopted, or stepchild of an employee, an employee’s spouse, or an employee’s same-sex and opposite-sex domestic partner. The child must be unmarried and under age 24, be claimed as an employee’s dependent for tax purposes in the most recent calendar year, and be claimed in the current calendar year.

Q. What are my chances of being certified eligible by Hampshire for TEP participation?

A. There is no guarantee. The TEP is not a Hampshire benefit, but an “opportunity” so you are not automatically eligible to receive it. Hampshire’s exports are limited due to TEP policies that require a balance of exports and imports. Hampshire cannot guarantee you will be certified and submitted to a TEP institution for consideration, or be accepted by that TEP institution for the scholarship.

Q. How does my dependent child become eligible to be considered for a TEP scholarship?

A. The employee must submit a TEP Export Application to the Hampshire College Human Resources office to be certified as “eligible”. The priority deadline for Export Applications is **December 2, 2022**. The dependent child then must apply for admission to one or more TEP participating colleges. When the dependent child is accepted, the participating college determines if they are to receive the TEP award.

Q. By when should I apply?

A. For the 2023-2024 academic year, Hampshire's priority deadline is **December 2, 2022**. Applications received by the priority deadline will be submitted as exports in order of years of continuous service. Late applications will be placed on a waiting list in order of years of service, and may be considered for slots that have been declined.

Q. How often must I recertify my dependent for an awarded TEP scholarship?

A. An eligible dependent child must be re-certified by the parent each year by Hampshire College. Please go to the Human Resources webpage to obtain the [Employee Tuition Exchange Program Export Application](#) and submit it to Human Resources for processing.

Q. How are TEP exports selected?

A. The number of available TEP scholarships are based on an evaluation of "imports" and "exports" according to the TEP guidelines. If the number of eligible applicants exceeds the number of TEP scholarships available, applications will be selected on the following priority:

First priority will be given to applicants based on length of continuous full time, benefits-eligible service (1.0 FTE) at Hampshire College.

Among applicants whose parent has the same length of seniority, a determination will be based on a lottery, which will be administered by Human Resources. Decisions by Hampshire College Human Resources are final and not subject to the grievance policy.

Q. Can my dependent child receive other Hampshire tuition benefits with the TEP?

A. No, this opportunity may not be combined with the Hampshire Tuition Grant or Remission program.

Q. What is the value of a TEP scholarship?

A. For the 2023-2024 academic year, the Optional Set-Rate is **\$41,000**. If the tuition is higher, the participating institution may offer a TEP scholarship covering all or some of the remaining tuition cost. The Tuition Exchange Board of Directors establishes the set rate value annually based on a weighted average of all participating TEP institutions' tuitions.

Q. Where can I get more information about the TEP?

A. A current list of participating TEP institutions is available on the TEP webpage, <http://www.tuitionexchange.org>. If you have questions about the TEP at another

college, contact the liaison at that college. If you have more questions about the TEP in general, contact Human Resources.

Q. How can we prepare when considering whether to apply for a TEP scholarship?

A. The employee needs to research the participating institutions on the TEP webpage at <http://www.tuitionexchange.org>

The employee needs to complete an [Employee Tuition Exchange Program Export Application](#) found on the Human Resources Office webpage.

The employee should contact the Tuition Exchange Liaison Officers at the colleges and universities the dependent child may be considering for admission to ask the following questions:

- How many scholarships will be awarded?
- What are the criteria used to award scholarship?
- What is the dollar value of the scholarship?
- Is preference given to Early Decision admission?
- When is an award notification sent out?
- What are the requirements for renewal?

The student should apply to the TEP institution.

Q. What if a large number of Hampshire employees apply for the TEP in the same academic year?

A. Initially, those who apply by the priority deadline will be selected by seniority based on full-time continuous service at Hampshire. Late applications will be placed on a waiting list in order of years of service, and may be considered for open slots should those submitted as of the priority deadline not take export slots

Q. What other advice do you have for those who will apply for the TEP?

A. You should apply for financial aid the same time the admissions application is submitted in the event the participating TEP institution does not award the scholarship. Waiting to learn if a TEP scholarship has been awarded before applying for financial aid, may result in missing deadlines to participate in the college's financial aid program. The student may still need financial assistance beyond the TEP scholarship.