

**Tuition Exchange Program (TEP)
Frequently Asked Questions
Information Sheet for Hampshire College Employees
Revised October 2016**

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 at least one year of continuous full-time service at Hampshire by the priority deadline (**December 2, 2016** for the 2017-2018 academic year) are eligible to apply for TEP participation on behalf of their dependent child. Should an employee complete 1 year of continuous full-time employment after the priority deadline but before May 31, 2017, they may submit their application after their anniversary date for submission to the TEP waiting list for that year.

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 and must be claimed as an employee’s dependent for tax purposes in the most recent calendar year, and expect to claim that dependent child 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, so you are not automatically eligible to receive it. The TEP should be seen as an “opportunity” not a benefit. Hampshire’s exports are limited due to TEP policies which require a balance of exports and imports. Hampshire cannot guarantee you will be certified and submitted to a TEP institution for consideration or that if submitted you will be accepted by that TEP institution for a TEP scholarship.

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

A. First, the employee must submit a TEP Export Application to the Hampshire College Human Resources Office where it is reviewed by Human Resources and certified as eligible. The priority deadline for Export Applications is **December 2, 2016**. Second, the dependent child must apply for admission to one or more TEP participating colleges. Third, when the dependent child is admitted, the participating college determines whether or not a TEP scholarship is awarded.

Q. By when should I apply?

A. For the 2017-2018 academic year, Hampshire's priority deadline is **December 2, 2016**. Those applications received by the priority deadline will be considered in order of years of continuous service and they will be submitted as exports in the open export slots that may be available in that order. 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. How often must I recertify for the TEP if my child is selected for a TEP scholarship?

A. An eligible dependent child must be re-certified by one 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 will TEP exports be selected?

A. The number of available TEP scholarships is 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 the Human Resources Office. Decisions by Hampshire College Human Resources are final and not subject to the grievance policy.

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

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

Q. What is the value of a TEP scholarship?

A. For the 2017-2018 academic year, TEP institutions are required to cover at least \$35,000 of their charged tuition (this is called minimum "set rate" value). If the tuition is higher, the participating TEP institution may offer a TEP scholarship covering all or some of the remaining tuition cost. Each year the Tuition Exchange Board of Directors establishes the set rate value amount based on a weighted average of all participating TEP institutions' tuitions. This means that the set rate value could change each year.

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 Hampshire Human Resources.

Q. How can we prepare when considering whether or not 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 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 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. It is a good idea to apply for financial aid at the same time the admissions application is filed just in case the participating TEP institution does not award a TEP scholarship. If a student waits to find out if a TEP scholarship has been awarded before applying for financial aid, it may be too late to apply for the participating college's financial aid program. Also, even with a TEP scholarship, the student may still need financial assistance beyond the TEP scholarship.