

TUITION EXCHANGE BENEFIT

To be considered for **tuition remission at John Carroll University**, only STEP 1 needs to be completed.

To be considered for **tuition remission at another institution** through one of the tuition exchange programs, STEP 1 and STEP 2 must be completed.

STEP 1: Submit the [eligibility form](#) and necessary documents to Human Resources in order for your dependent to be certified for eligibility.

STEP 2: Submit the appropriate Tuition Exchange application(s) based on the schools in which the student is interested.

- [Council of Independent Colleges Tuition Exchange application](#)
- [Tuition Exchange/FACHEX \(Jesuit University network\) application](#)

IMPORTANT GENERAL POINTS

- Receiving the benefit through one of the exchange programs **IS NOT GUARANTEED!** It is a competitive process at each school, and each school has its own criteria for selecting recipients as well as a certain number of awards to offer/grant.
- Applying for tuition exchange is a separate process from applying for admission to institutions. Students should apply for college admission simultaneously with applying for tuition exchange. There is no need to wait to apply for tuition exchange until you are admitted to an institution.
- All schools can differ in process and timeline for these programs, and each of the 3 programs themselves can differ, so it is highly recommended that you research the process at each school of interest to be aware of any critical deadlines.
- You should feel free to ask questions about the exchange process, selection criteria, timeline, number of awards granted, etc. from each individual school you are considering. Although the exchange liaisons at each school vary in title (individual may be from academic affairs, admission, financial aid, registrar, human resources, president's office, to name a few), admission representatives at each school should be able to answer the basic questions about their exchange programs.
- As these programs are competitive, and the chances of being awarded this benefit will vary school to school, it is recommended that you not "put all of your eggs in one basket." Be sure to look at a range of schools. Although not a hard rule, in general the following seems to apply: the more competitive the school is in terms of admission as well as the more popular and desirable the school may be, the harder it will be to receive the benefit at that school.
- Many institutions are in multiple exchange programs, as are we. So, if you are looking at a school that participates in more than one of the programs, be sure to apply for exchange to that institution through each of the programs in which they participate. This can help your chances of receiving the benefit at that school.

- Those receiving the benefit DO NOT need to submit a certification form every year. With all necessary information included in your HR Banner employee record, your recertification for the next academic year will automatically be sent each year to the institution each year the student remains in the program. HOWEVER, HR may request updated documentation for proof of dependency each year for their records.
- If offered tuition exchange at an institution, be sure to review the award notification carefully. It will specify the amount, duration and any conditions of your grant, along with details about the institution's charges. Be sure you understand any charges you're responsible for and any requirements you must meet to continue receiving the grant in the future.

Council of Independent Colleges Tuition Exchange Program (CIC-TEP)

Description: The [CIC Tuition Exchange Program](#) (CIC-TEP) is a network of CIC colleges and universities willing to accept, tuition-free, students from families of full-time employees of other CIC-TEP institutions. CIC-TEP was planned and developed more than two decades ago with a goal of creating a true-access program, without any costly fees or cumbersome credit-debit limitations. Each participating institution in the network agrees to import a limited number of students on the same admission basis as they accept all other students, without regard to the number of students it exports. The minimal import requirement is three new students a year. With a current membership of over 450 participating institutions in CIC-TEP, participation is at its highest level yet, allowing for a large selection of institutions. For a complete list of members, [click here](#).

Benefit Amount: All CICTEP recipients receive a full-tuition remission benefit. Students are responsible for all non-tuition charges—room, board, and fees—at the institution in which they enroll (host/importing institution).

U.S. Jesuit Colleges and Universities Consortium (FACHEX)

Description: 26 of the 27 U.S. Jesuit colleges participate – Georgetown does not.

Benefit Amount: The grant covers full tuition only; a few schools charge an administrative fee per semester or per credit hour for utilizing the grant. Students are responsible for all non-tuition charges—room, board, and fees—at the institution in which they enroll (host/importing institution).

The Tuition Exchange (TE)

Description: The [Tuition Exchange](#) opens doors and creates opportunities through our reciprocal educational grant program. Chartered in 1954, started with the support of TIAA/CREF and launched with funding from the Ford Foundation for the Advancement of Higher Education, The Tuition Exchange is the oldest and largest program of its kind in the U.S. and we continue to grow – adding an average of 20 new schools annually.

The Tuition Exchange membership is made up of more than 675 private and public not-for-profit colleges and universities, representing almost every state, the District of Columbia, and several other countries. Some of the nation's most prestigious institutions are among our members. For a complete list of members, [click here](#).

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Benefit Amount: The value of the TE scholarship varies and is set by each institution. The value may be:

- Full tuition
- The TE set rate (for 2025-2026, institutions that charge more than \$43,000 in tuition are permitted to award less than their full tuition but not less than the set \$43,000; the set rate typically increases by \$1,000 each year)
- Some other amount between the set rate and full tuition for the institution

For any questions on the **tuition exchange process**, please contact Steve Vitatoe, Assistant Vice President for Enrollment Operations & Analytics, at svitatoe@jcu.edu.

For any questions about **employee eligibility** for tuition exchange, please contact Leslie Beck, HR IS Analyst, at lbeck@jcu.edu.