



# KEAN

## Tuition Exchange Guidelines

The Tuition Exchange Program is a network of hundreds of colleges and universities across the country that agree to participate in a reciprocal scholarship program for the benefit of their employees and their dependents. The Kean University Board of Trustees authorized the participation of Kean in the Tuition Exchange Program. It is important to note that Tuition Exchange is not an employee benefit. There is no guarantee that your dependent will be able to utilize the program. Each member institution determines its own guidelines for eligibility and scholarship requirements. For this reason, employees should view Tuition Exchange as one of their many options in funding their dependent student's education, rather than their sole option.

Below are the Guidelines for Kean Tuition Exchange Program. Kean University retains the right to modify, change or revise these guidelines at any time for any reason as determined by Kean University. Kean University assumes no financial responsibility for any additional expenses should the Kean Tuition Exchange Program become suspended or terminated.

Additional information, including a list of participating colleges/universities and general program information, about Tuition Exchange (TE) can be found at <https://www.tuitionexchange.org/>. It is the responsibility of the scholar to be familiar with the Import school deadlines and any other TE specific requirements.

### **EXPORT PROCEDURE AND ELIGIBILITY:**

#### **Export application details:**

Any TE export applicant wishing to be considered for TE export consideration must complete the TE-EZ app. The application is available online at: [www.tuitionexchange.org](http://www.tuitionexchange.org).

#### **Export eligibility:**

1. All full-time faculty and staff of Kean University who have completed two (2) years of continuous service may apply to participate in the TE program. Part-time staff, temporary or on-call staff, adjuncts or visiting faculty members are not eligible for TE award consideration for dependents. In cases where both parents are eligible employees, they cannot combine scholarships.

2. Eligibility is limited to legally dependent unmarried children, including adopted and stepchildren, of the Kean University employee. The term legally dependent child shall be limited to children claimed on the employee's most recent federal income tax return or named to receive support for education in a legal separation agreement or divorce decree issued by the court.
3. The TE export applicant must meet the admissions requirements of the importing college/university.
4. First-year, first-time students will be given first consideration.
5. If a continuing student wishes to be exported, the employee must confirm with the attending (importing) school that a continuing student is eligible for TE.
6. Transfer students will be considered only in the case of remaining unfilled spots and the employee must confirm with the attending (importing) school that they will consider a transfer student eligible for TE.
7. Provided that the dependent child remains eligible, the TE scholarship may remain in effect for 8 consecutive semesters (fall and spring) up to age 23.
8. Tuition Exchange, Inc. reviews all members' five-year average balance of Exports and Imports. Members are allowed unlimited export applicant approvals for TE scholarship consideration at other member institutions.

#### **Limitations on Eligibility:**

**LEAVE OF ABSENCE:** Unless prohibited by law, participation in the Tuition Exchange Program will cease during an employee's leave of absence that is one month or longer in duration. If an employee is placed on unpaid leave for failure to comply with University policies or procedures, then the employee will be ineligible for the Kean Tuition Exchange Program and tuition exchange benefits will be immediately suspended and the employee will be responsible for pro-rated tuition costs/fees.

**SEPERATED EMPLOYEES:** If an employee leaves Kean University, other than because of death, and has an eligible dependent student on a TE scholarship, the award expires at the end of the semester in which the dependent is enrolled, so long as the employee was not on unpaid leave referenced above.

**DEATH OF AN EMPLOYEE:** If an employee dies and has a dependent on a TE scholarship, the dependent is eligible for up to the maximum of 8 semesters or age 23 as long as all other requirements are met.

#### **Additional export details:**

1. All employees will be notified no later than September 15<sup>th</sup> that it is time to apply for Tuition Exchange scholarship consideration for the following academic year.
2. The recommended priority date to apply for Tuition Exchange scholarship consideration is **January 1<sup>st</sup>**. Export applications received after that date will still be approved but the student may not be considered for a TE scholarship at the Import school due to limited number of awards being offered. Some Import schools award on a first-come, first-serve basis for newly admitted students.

3. In order for a TE scholar to be renewed for subsequent years (up to a maximum of 8 semesters or graduation, whichever is first), Kean University will confirm the employed parent has maintained employment eligibility at the conclusion of each grading period. Should the parent leave Kean employment, the Import school will be notified that the student is no longer eligible at the conclusion of the term in which the employee separates.
  - a. In the case of both parents working for Kean, provided the other parent is eligible, the TE awarded student will retain their eligibility.
4. TE scholars are responsible for maintaining academic progress and positive social deportment at the Importing school. Generally, this information is available in the college catalog or student handbook of the Importing school.
  - a. Students who lose TE eligibility due to failure to maintain as stated above may not be considered for future export consideration to either the same school or a new school.
5. In the case of a student transferring schools, Kean will continue to support the TE awarded student for a maximum of 8 semesters or graduation, whichever is first; however, the TE school where the student is transferring has the right to refuse the Import request.
6. Kean will confirm with each employee mid-October and again mid-February that the Exported student is still enrolled at the school of Import record. It is vital that the parent respond timely.
7. Each successful Export is charged a fee of \$40 annually. This fee helps cover the program administration fees. The employee will be notified in advance of a one-time annual payroll deduction in October.
8. Kean will provide an annual report regarding TE award utilization for the most recent five-year period to the Kean University Board of Trustees. The information does not reflect names and/or schools.
9. Mitigating circumstances are reviewed on a case-by-case basis, and the decision is final and non-appealable.

**For additional information, contact the Tuition Exchange Liaison Officer for exports:**

Yrelys Tapanes, Associate Director, Human Resources  
Email: [ytapanes@kean.edu](mailto:ytapanes@kean.edu)  
Office Phone Number: 908-737-3313  
Office Address: Administration Building, 2<sup>nd</sup> floor

## **IMPORT PROCEDURE AND ELIGIBILITY:**

### **Import application details:**

1. Any TE import applicant wishing to be fully considered for a TE award must complete the admissions process and be fully admitted to Kean University before any official TE award is offered.
2. Only import applications from prospective, first-time students are considered.
  - a. First time import transfer students to Kean are not eligible to apply at this time.
  - b. Current Kean students are not eligible to apply for import consideration.
3. TE Import awards are only available to degree-seeking undergraduate students who are enrolled full-time at Kean University or Kean Online. Full time is defined as 12 credit hours (per semester). Part-time attendance is not an option.
4. Kean University will offer no less than three (3) annual new import TE scholarships. Kean University reserves the right to limit the number of TE import award offers in any given year.

### **TE application process and timeline:**

1. Request that the Export school Tuition Exchange Liaison Officer (TELO) approve the TE-EZ app to Kean University.
2. The priority date for Kean to receive import TE applications is **February 1<sup>st</sup>**. Priority date means those import applications with completed Admissions applications AND completed TE applications are provided first consideration. Import TE applications received after this date will be considered on a first-come, first-serve basis provided TE spots remain available.
3. First-time TE import recipients meeting the priority date are notified no later than **April 1<sup>st</sup>**. The TE award will be a part of the student's financial aid/scholarship notification.
4. First time TE import recipients have until **May 1<sup>st</sup>** to accept or decline the TE award. New students must submit the Admissions Deposit by **May 1<sup>st</sup>** for the TE award to be considered firm. Kean University will not hold a spot for a TE import awarded student after this date.
5. The Export school is responsible for confirming (recertifying) current TE scholars' continued Export eligibility.
  - a. Once spring grades are released, confirmation from the Export school will be a part the financial aid/scholarship award notification for a continuing TE award.
  - b. If confirmation is not received, the student should confirm with the Export school that the application was re-certified. If it was re-certified, check with the Kean's TELO listed below. Common issues include: the student did not register for the next semester classes; academic eligibility; failure to complete the required application process; maximum number of eligible semesters have been utilized.

### Import eligibility:

1. TE scholarships are limited to a maximum of 8 consecutive semesters or graduation, whichever is first.
2. Undergraduate TE Import awarded students must complete the Free Application for Federal Student Aid (FAFSA) each year.
  - a. For import students residing on campus, any qualifying federal Pell Grant dollars will be available to help pay for costs beyond tuition.
  - b. Any qualifying federal Pell Grant dollars for import students residing off-campus will be deducted from the TE award.
  - c. New Jersey statutes require State grant dollars be applied to tuition and counted as part of the Tuition Exchange scholarship award.
  - d. Should the FAFSA application not be received at the time of the award notification, the TE import award may be reduced by the annual maximum federal Pell grant and maximum state grant allowable.
  - e. Questions regarding the financial aid application process should be directed to the [Office of Financial Aid & Scholarship Services](#).
3. Any institutional grant/scholarship funding awarded to the student is a part of the total Tuition Exchange award.
4. TE import awarded students are required to maintain Satisfactory Academic Progress as defined by Kean's [Academic Progress Policy](#). In addition, students must maintain a minimum 2.0 GPA.
5. TE import award recipients are encouraged to apply for outside scholarships. These dollars are available to help the student and family pay for college costs beyond tuition.
6. Kean University reserves the right to review these guidelines in the case of a student garnering funds in excess of the annual Cost of Attendance. For additional information, contact the [Office of Financial Aid & Scholarship Services](#).

### Additional import details:

1. A TE import award at Kean University carries a value of full tuition for New Jersey residents or one-half of the out-of-State tuition for non-New Jersey residents less any federal and/or state dollars and/or institutional grant/scholarship (as noted in items 2 and 3 above).
  - a. The value of the annual imported TE award is adjusted annually.
  - b. Fees are not included in the TE import award and must be paid by the award recipient. If not, they will not be entitled to continued eligibility.
2. TE scholars are **NOT** required to live on campus in order to receive the TE scholarship.
3. Each successful import is charged a fee of \$40 annually. This fee helps cover the program administration costs. The student will be notified at the time of the TE scholarship award of the amount of this fee charge against the TE scholarship award amount.

**For additional information, contact the Tuition Exchange Liaison Officer for imports:**

Sandy Mazara-Wheeler, Director of Freshman Admissions

Email: [smazaraw@kean.edu](mailto:smazaraw@kean.edu)

Office Phone Number: 908-737-7113

Office Address: Kean Hall 218