

INFORMATION and PROCEDURES for Tuition Exchange Scholarships

Roger Williams University and Roger Williams School of Law participates with both Tuition Exchange (TE) and Council for Independent Colleges Tuition Exchange Program (CIC-TEP). The programs provide the opportunity for eligible family members of faculty and staff to receive undergraduate scholarships at one of the participating member institutions.

The TE and CIC-TEP programs are scholarship programs, not fringe benefits provided by Roger Williams University. Only full-time faculty and staff who have completed six (6) months of employment with the University at the time of application are eligible to apply for participation in the TE and/or CIC-TEP programs. TE and/or CIC-TEP scholarships are not guaranteed. Acceptance for admission at a TE and/or CIC-TEP member institution does not guarantee a TE and/or CIC-TEP scholarship.

If you have a family member hoping to receive a TE or CIC-TEP scholarship,

1. Start by visiting www.tuitionexchange.org and <https://www.cic.edu> to review the lists of participating institutions.
2. If the institution(s) your family member is hoping to attend is listed, please follow the below instructions:

For Tuition Exchange (TE) - applications are accessible online at www.tuitionexchange.org
Applications can be found under Families -> Online Application

For Council for Independent Colleges Tuition Exchange (CIC-TEP) please visit <http://www.rwu.edu/who-we-are/administrative-offices/human-resources/forms> and download the appropriate Tuition Exchange application. Forward the completed form to the Department of Human Resources, ATTN: Amy Lanoie.

- Applications for exchange scholarships should be submitted to Human Resources concurrent with sending admission applications to the institution, unless otherwise specified by the institution.
 - If the institution(s) participates with both networks, both scholarship applications should be completed.
3. As each institution manages their exchange programs differently, you will be notified about admission to the institution according to that institution's deadlines. Exchange scholarship awards are usually sent, by the institution, not Roger Williams University, shortly after admission decisions are made, but usually no later than May 1st.
 - If you do not receive a decision from the institution, you are encouraged to contact the institution directly. The institution's Tuition Liaison Officer will be able to provide you an update on the award decision.
 - Who is the Tuition Liaison and how do I contact them?
 - For institutions that participate with CIC-TEP, contact information for the liaison can be found by visiting www.cic.edu
 - For institutions that participate with TE, visit www.tuitionexchange.org or contact the institution directly.

4. Upon receipt of scholarship award decision(s):

- ***If a scholarship is awarded, please notify the Department of Human Resources if you have accepted an award.***

Tuition Exchange Recertification

Students who were previously awarded a tuition exchange scholarship will need to complete a Recertification Application, which can found at <http://www.rwu.edu/who-we-are/administrative-offices/human-resources/forms> . Please download the appropriate Tuition Exchange application and forward the completed form to the Department of Human Resources, ATTN: Amy Lanoie.

Generally, exchange scholarships are awarded for four (4) years. However, it is your responsibility, as the employee of Roger Williams University, to recertify each year. Failure to recertify could result in a loss of your family member's scholarship. Roger Williams University will not recertify on your behalf without your application.

- If a scholarship is not awarded and your family member still attends the institution, you can re-apply for a scholarship the following academic year.

Please be mindful of the fact that most schools TE and CIC-TEP scholarships are competitive and award is not guaranteed. Therefore, it is important to apply for other scholarships and financial aid within specified deadlines.

What Is the Dollar Value of The Scholarship?

TE - Scholarships cover full tuition, or a rate set by Tuition Exchange.

CIC-TEP – Scholarships cover full tuition.

The host institution's commitment to each student is limited to full tuition remission. (Institutions may not grant a partial tuition write-off.) Host institutions may use other tuition-specific student financial aid to offset some of this remission. Students are responsible for all other expenses such as room and board.

For additional information contact the Department of Human Resources.