Bloomfield College
Tuition Exchange Programs

Qualifications

Dependents of full time employees (faculty, staff and administration) are eligible to apply for tuition scholarships from certain other institutions of higher education with memberships in tuition exchange programs in which Bloomfield College participates. These programs have certain limitations and therefore are not universally available. Applicants must be approved by Bloomfield College and follow normal admissions and financial aid procedures at the partner institution (including submission of the FAFSA form). Availability of “slots” in these programs varies from year to year, depending on the number and type of exchanges already in place. Occasionally there are no opportunities available in the partner schools. Scholarships are granted for undergraduate study only.

The following chart summarizes the various exchange programs:

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<thead>
<tr>
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<th>Eligibility</th>
<th>Limits on Enrollment</th>
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<tbody>
<tr>
<td>Tuition Exchange</td>
<td>Five Years, FT employment</td>
<td>Limited by export/import balance</td>
</tr>
<tr>
<td>Tuition Exchange – Co-op</td>
<td>Five years, FT employment</td>
<td>None</td>
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<tr>
<td>CIC</td>
<td>One year, FT employment</td>
<td>Each school limited to 3 imports</td>
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<tr>
<td>Assoc. of Presbyterian Colleges</td>
<td>One year, FT employment</td>
<td>None</td>
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</tbody>
</table>

**Tuition Exchange (TE)** A description of this program and lists of participating schools may be found at [www.tuitionexchange.org](http://www.tuitionexchange.org). Eligibility for the TE program is five or more years of full time employment at Bloomfield College. The TE program has two levels. The first level has a limit on the number of students a school may export to most participating schools as described below. The second level does not have a limit of how many students may be exported to the TE “co-op” schools.

This program operates on a balanced exchange model and each member institution is expected to send (export) and receive (import) approximately the same number of students. Therefore, over time we cannot send more students to other schools than we accept. The procedure for applying for the TE program follows:

1. Eighteen months prior to the date of admission, contact the TE liaison (HR Department) to make sure you are eligible to apply for a TE scholarship. Ask if there are any restrictions for our programs or that of the college that you select and check the membership list for restrictive codes.

2. Submit your TE application form to the Human Resources Department by September 15th of the year prior to enrollment. This form can be downloaded from the HR website. If your application for inclusion in the Bloomfield College “export list” is successful, the Bloomfield TE liaison officer will submit information online for the institutions (s) to which you are applying.
3. If you are offered a TE scholarship make certain that you have a clear understanding of the value of the scholarship and the charges you will be responsible for. Because there is considerable competition for TE scholarships, you may want to apply to more than one participating college.

4. Only the TE liaison officer at Bloomfield College can certify your eligibility to participate in the program. The certification from must bear the signature of that person.

5. TE scholarships cover four undergraduate years. If the qualified number of applicants for export exceeds the number of imported students, the College will select the approved applicant(s) by seniority. Seniority is defined by the semester in which an employee first joined the College on a full time basis. In the event that that there are two or more employees with the same seniority, the eligible dependent will be selected by lot. Lower priority will be given to applications who request support for more than one dependent under the TE program. These limitations do not apply to the “TE co-op schools” which includes Caldwell, St. Elizabeth and Georgian Court and St. Peter’s in New Jersey and other schools across the U.S. noted on the TE web site. Students accepted into these schools are not subject to the export/import balance rules. Thus, there is no limit to the number of dependents who may enroll in a co-op school.

6. Eligibility must be recertified each year. Host institutions have the right to terminate TE scholarships if students do not meet standards of academic performance and personal conduct. A recertification form must be submitted each year to the Human Resources Department by April 1st. The form may be downloaded from the Human resources web site.

7. A TE scholarship generally covers only tuition and may be reduced through the availability of other scholarship funds such as Pell Grants or New Jersey TAG grants. Room, board and special fees are generally not included. A Free Application for Federal Student Aid (FAFSA) must be completed by March 14th of the preceding year and filed with the financial aid office of the host institution.

**Council of Independent Colleges (CIC) [www.cic.edu]**

1. The application deadline is April1st. The application from can be downloaded from the Human Resources web site. A recertification form must be completed each year and is the same as the application form.

2. Schools are allowed to import three students in any one year. However, there are no export/import balance requirements.

3. To qualify for a CIC scholarship you must be a dependent of a full time employee with one year or more of service at a participating institution.

4. All CIC applicants must go through the regular admissions process of the host college.

5. The application must file a FAFSA through the host college.

6. A college that already enrolls one or more students originating from Bloomfield College is likely to decline to enroll more under this program. (Applications for regular tuition paying enrollment would not be affected.)
Eligible applicants are the dependent children of full time faculty and staff who meet the requirements for tuition support at their home institution. Bloomfield College requires that employees be employed for at least one year prior to a dependent being eligible for a tuition scholarship another institution.

1. The President of Bloomfield College must certify to the host institution that the faculty or staff member is eligible for such a scholarship and that he/she holds full-time employment. You may request this letter through the Human Resources Department. A recertification letter must be sent to the host institution each year by April 1st.

2. After eligibility is confirmed, contact the Office of Admissions Office of the prospective host institution making it clear that admission is being sought under the tuition exchange agreement and present a letter certifying eligibility on the terms described in the agreement.

3. Applicants must file a FAFSA and must name the host institution as a recipient.

4. Federal and/or state grant eligibility will be combined with the APCU exchange scholarships and will not exceed the cost of tuition. APCU tuition exchange scholarships may be applied to tuition only.

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