Q. Who is eligible to apply for a Tuition Exchange Scholarship (TES)?
A. Full-time faculty and staff (and employees holding shared appointments), who have completed three years of consecutive full-time employment, are eligible to apply for TE participation on behalf of their dependent children.

Q. What are my chances of being certified eligible by Skidmore for TE consideration?
A. There is no guarantee. The TE program is not a Skidmore benefit and therefore you are not automatically eligible to receive it. Skidmore will certify a dependent’s eligibility for up to eight semesters. Skidmore certified all applications received for the 2015-2016 school year. For 2016-2017, we anticipate all applicants will be certified eligible.

Q. How does my dependent child become eligible for a TE Scholarship?
A. There are three steps in the process. First, the employee submits a TE application to the Skidmore Liaison Officer in the Financial Aid Office. The Liaison will work with Human Resources to determine if the Skidmore employee is eligible under the College’s guidelines. This process is called certification. Skidmore may certify an eligible dependent for up to eight semesters under this program. Second, the employee’s dependent child applies for admission to one or more TE participating colleges. Third, generally, when the dependent child is admitted, the participating college determines whether or not a TE Scholarship is awarded.

Q. What are my chances that the TE college will award my dependent child a scholarship once eligible?
A. It depends on the participating TE college’s policies and procedures, and the number of TE scholarships it has available. TE can be highly competitive at some institutions. It is recommended that you “conduct a school search” on TE’s website to get a better feel for an institution’s TE school profile. See www.tuitionexchange.org. You are encouraged to contact the TE Liaison at the institutions your dependent is considering.

Q. When should I apply?
A. You should apply no later than the earliest college admission deadline of the colleges that your dependent child is considering. For the 2016-2017 school year, Skidmore’s priority deadline is December 1, 2015. TE applications will be accepted after that date and certified on a space available basis.

Q. What is the value of a TE Scholarship?
A. For 2016-2017 TE colleges are required to cover at least $34,000 of their charged tuition. This is called the minimum "set rate" value. If the tuition is higher, the participating TE college may offer a TES covering all or some of the remaining tuition cost. If the tuition is lower, the participating TE college may reduce the TES by federal, state and/or institutional scholarships. Each year the Tuition Exchange Board of Directors establishes the set rate value amount based on a weighted average of all participating TE college tuitions.

Q. What is the cost, if any, to the employee for a dependent child receiving a TE Scholarship?
A. The employee pays an annual administrative fee charged by the Tuition Exchange. For 2015-2016, the fee is $35. The employee will receive an invoice after TE bills the College for the fee.
Q. What happens if a large number of Skidmore employees apply for TE for the same school year?
A. When Skidmore has a limited number of TE spots available, a weighted lottery is used to randomly rank order all Skidmore applicants. The number of chances an employee has in the lottery is based on his/her years of consecutive full-time employment at Skidmore (and is counted in fiscal years). When the ranking has been determined, TE eligibility is certified (step 1) for employees by lottery ranking equal to the number of TE spots available. The remaining applicants are placed on a wait list and will move up, as spots become available. Note that for 2015-2016 TE applicants, we anticipate there will be enough TE spots for all applicants and the lottery will not be necessary. This was true for 2015-2016.

Q. What happens if too many students apply for TE at a particular TE college?
A. Each participating TE college determines whom they will accept (step 2), and how many students will be offered a TE Scholarship (step 3). The criteria used could include, but is not limited to, SAT/ACT scores, class rank, teacher recommendations, activities, financial need, and/or employee’s length of service.

Q. Can my child receive a TE Scholarship and use the external tuition benefit at the same time?
A. Your child is eligible to receive either the TES or the external benefit (if eligible) within a given semester but not both at the same time.

Q. How were Skidmore’s TE policies and procedures developed?
A. An advisory committee established the original guidelines with approval by the College’s committee structure and President’s Cabinet. Although TE is not part of Skidmore’s benefit package, the advisory committee felt the TE program should be consistent with other college-administered offerings.

Q. Who administers Skidmore’s TE program?
A. The Associate Director of Financial Aid acts as the Tuition Exchange Liaison Officer and is responsible for the administration of the program on a daily basis. Human Resources is responsible for maintaining Skidmore’s TE policies.

Q. Is there anything else I should know about TE?
A. It is a good idea to apply for financial aid at the same time the admission application is filed, should financial aid be necessary for enrollment. If the student waits to find out if a TES is offered before applying for aid, it may be too late to apply for the participating college’s grant aid. Also, even if a TE Scholarship is offered, the student may still need financial assistance beyond the TE Scholarship. It is a good idea to learn how competitive TE is at an institution by checking the school’s profile on the TE website.

Q. Where can I get more information about TE?
A. Visit [www.tuitionexchange.org](http://www.tuitionexchange.org) to review a current list of participating TE institutions. If you have questions about TE at another college, contact the Admissions Office at that college. If you have more questions about TE in general, contact us at the Financial Aid Office, Skidmore College, Saratoga Springs, NY 12866-1632 or (518) 580-5750 or email cmarlin@skidmore.edu.

July 2015
Application to Participate in Tuition Exchange (TE) Program
For Skidmore Employees

Please be aware that a portion of the information provided below will be entered electronically on the TE website. Your accuracy and legibility are crucial.

Skidmore Employee’s Name ____________________________________________________________________________________________________
_________________________ (Last) ____________________________ (First)

Employing Department ________________________________________________ Date of Hire _________________________________________ (mm/yyyy)

If retired, please provide month/year of retirement: _______________________________________________________________________

Employee’s Email Address ____________________________________________________________________________________________________

Dependent’s Name ____________________________________________________________________________________________________________

Dependent’s Social Security Number (last 4 numbers required) ___________________________________________________________

Dependent’s Address ___________________________________________________________________________________________________________

________________________________________________________________________________________________________

Dependent’s Telephone Number ________________________________________________________________________________________________

Dependent’s Email Address ___________________________________________________________________________________________________

Anticipated Semester Enrollment (Month/Year) ________________________________________________________________________________

If student is applying as a TE transfer applicant, please check here: ______________________________________________________

Anticipated Year in College for 2016/17: freshman sophomore junior senior graduate school

List TE Institutions where dependent is making application for admission:
(Note dependents applying to Skidmore would be seeking the internal tuition benefit and not TE. See HR’s website for the Internal Tuition Grant Application.)

_________________________________________ __________________________________________

_________________________________________ __________________________________________

_________________________________________ __________________________________________

_________________________________________ __________________________________________

(You may add to or delete from this list after the application is submitted by emailing cmarlin@skidmore.edu.)

I agree to the conditions of the Tuition Exchange Program as required by Skidmore College (known as the sponsoring institution), the Tuition Exchange host institution, and the Tuition Exchange itself. I also certify that the above individual is my legal dependent for the tax years listed under the IRS guidelines. (The term “legally dependent” child is limited to a child claimed on the Skidmore employee’s Federal income tax return, or to a child named to receive support for education in either a separation agreement or divorce decree issued by a court.)

(Skidmore Employee’s Signature) ____________________________ (Date) ____________________________

Skidmore’s Tuition Exchange Liaison will verify with Human Resources the employee’s eligibility based on his/her tenure at Skidmore. Assuming the employee is eligible, the TE Liaison will complete the TE Scholarship Certification and Application online at TE’s website for the schools listed above. Further correspondence will be provided by the TE institutions noted above.

Please return completed form to the Financial Aid Office,
Skidmore College, Saratoga Springs, New York 12866-1632.