Marywood University offers Tuition Exchange Scholarships (TES) through two organizations, The Tuition Exchange (TE) and the CIC Tuition Exchange (CIC-TEP). Both of these organizations administer multilateral tuition remission scholarship programs for employees of member colleges and universities. Each exchange publishes a brochure with its particular guidelines. These brochures can be found online at www.cic.edu or at www.tuitionexchange.org and are updated automatically when a new college or university comes on board. The guidelines below are intended to explain the current process at Marywood University in accord with the current guidelines of each exchange. At any point in time, the use of this program may be limited or changed as a result of changes made by either the TE or CIC-TEP.

ELIGIBILITY:
- regular full-time employee, and
- minimum of three years of service as of the Application Date, November 1, 2014.

Eligible employees may apply for a tuition exchange scholarship for their dependent children (under age 23) and for first-generation nieces and nephews (under age 23) of I.H.M. Sisters serving the University. In exceptional cases the administration may consider a waiver of the required age limit (under age 23). Employees may have only one dependent receiving a Tuition Exchange Scholarship in an academic year.

Termination of employment will result in the termination of the scholarship at the end of the semester in which termination occurred. If an employee should die or become disabled while employed by Marywood, the student will be allowed to continue in the TES Program according to the duration and coverage guidelines.

The TES is a scholarship program, not a fringe benefit provided by Marywood University. Acceptance into each program will be for baccalaureate or associate degrees only. Students must be enrolled full-time.

DURATION AND COVERAGE:

Export scholarships are limited. The duration of the scholarship may not exceed eight semesters.

Employees must apply for renewal of the TE Scholarships annually; this year’s Application Deadline is November 1, 2014. Graduate study, intersession courses, summer school and study-abroad semesters are not covered under export scholarships. TES export students must meet admissions and/or retention standards at the host institution.

SCHOLARSHIP VALUE:

The host institution determines the value of the TES awarded. It usually covers tuition charges (in a few schools with above average tuition the scholarship may not cover the entire tuition charge), but not room, board, course overloads and other fees. Before accepting the scholarship, confirm out-of-pocket costs with the host institution.

REVIEW PROCESS:

Marywood University will review all applications that meet the eligibility requirements. Priority will be determined on seniority (years of service as of November 1). Certification of eligibility by Marywood does not guarantee acceptance at the host institution or assurance of a scholarship award. A waiting list may be utilized if demand exceeds scholarships available.