



New College

THE HONORS COLLEGE of Florida

NCF Tuition Exchange Program (TEP)

Eligibility

Dependents of current regular status employees (full time and shared positions) are eligible to apply to NCF's TEP. USPS employees must complete the six (6) month probationary period before applying; one (1) year for Law Enforcement Officers.

Dependent children, who can demonstrate financial dependence on parents; and meet the requirements set forth by the Internal Revenue Service, will qualify. OPS, Adjunct, Postdocs, Visiting, Limited Term and Interim employees do not qualify.

Selection Criteria

The following criteria will be used to create a ranked list of employees. This criteria is applied to each individual employee (years of service cannot be combined)

1. An employee who has not yet had a child take advantage of a tuition exchange scholarship receives 10 points.
2. The employee receives one point for each year of employment, including up to two (2) consecutive years of unpaid leave, since his or her initial hiring at the college.

In the unlikely event of a tie and in a year when only one of the employees in the tie can use the program for their dependent child, the employee who has not used the tuition exchange scholarship previously will have priority. If both or all have used the tuition exchange scholarship in the past, the slot will go to the employee who has used the tuition exchange scholarship the fewest times. (if one employee has used the tuition exchange scholarship for two dependent children another has used the tuition exchange scholarship for one dependent child, the latter will get priority). If all have used it for the same number of children, priority will be given based on financial need. Such need will be assessed by the Financial Aid Office at NCF and based on the student's FAFSA form.

Duration of Participation

- Participation is up to four (4) years/ eight(8) semesters towards completion of an undergraduate degree.
- TEP Scholarships are awarded only at the beginning of the Academic Year, which is the Fall Semester.
- Participation in the NCF tuition exchange scholarship will be terminated if dependent is not recertified/renewed to continue at the enrolled institution.

- The following circumstances will be reviewed on a case by case basis by the Director of Human Resources:
 - Employee is no longer employed at NCF in a full (or shared position) regular status position, excluding retirement and death.
 - Employee is on long term-disability or medial leave.
 - Student is unable to continue due to illness

Cost to Applicant

Applicant is responsible for all application fees for Tuition Exchange (\$35) and the Host Institution.

Timeline for application, notification, and continuation in TEP.

- In 2015-16 academic year and later, the application deadline is September 30 prior to the year of desired enrollment:
 - Example: Plan to enroll Fall 2016, application must be in by September 30, 2015.*
- In order to be considered for the next academic year, an employee whose dependent child was not selected can reapply.
- Every year the application selection pool is open to new and returning applicants and therefore, employee seniority rankings and the number of available scholarships will vary from year to year.

Notification

For 2015-16 academic year and later, by no later than October 15th, NCF employees will be notified of one of the following:

- They are eligible to request a tuition exchange scholarship to the institutions indicated on the application; or
- They are not eligible and can reapply in order to be considered for next Academic Year; or
- They are wait-listed for a tuition exchange scholarship that may become available if cancellations/vacancies occur.

Continuation/Recertification in TEP

After completing the first year of a tuition exchange scholarship, the employee must submit a recertification notice by no later than September 30th to acknowledge continuation in the TEP and employee's continued employment with NCF.

Dependents do not need reapply, but they must remain in good academic and conduct standing.

Please direct questions to tsuber@ncf.edu