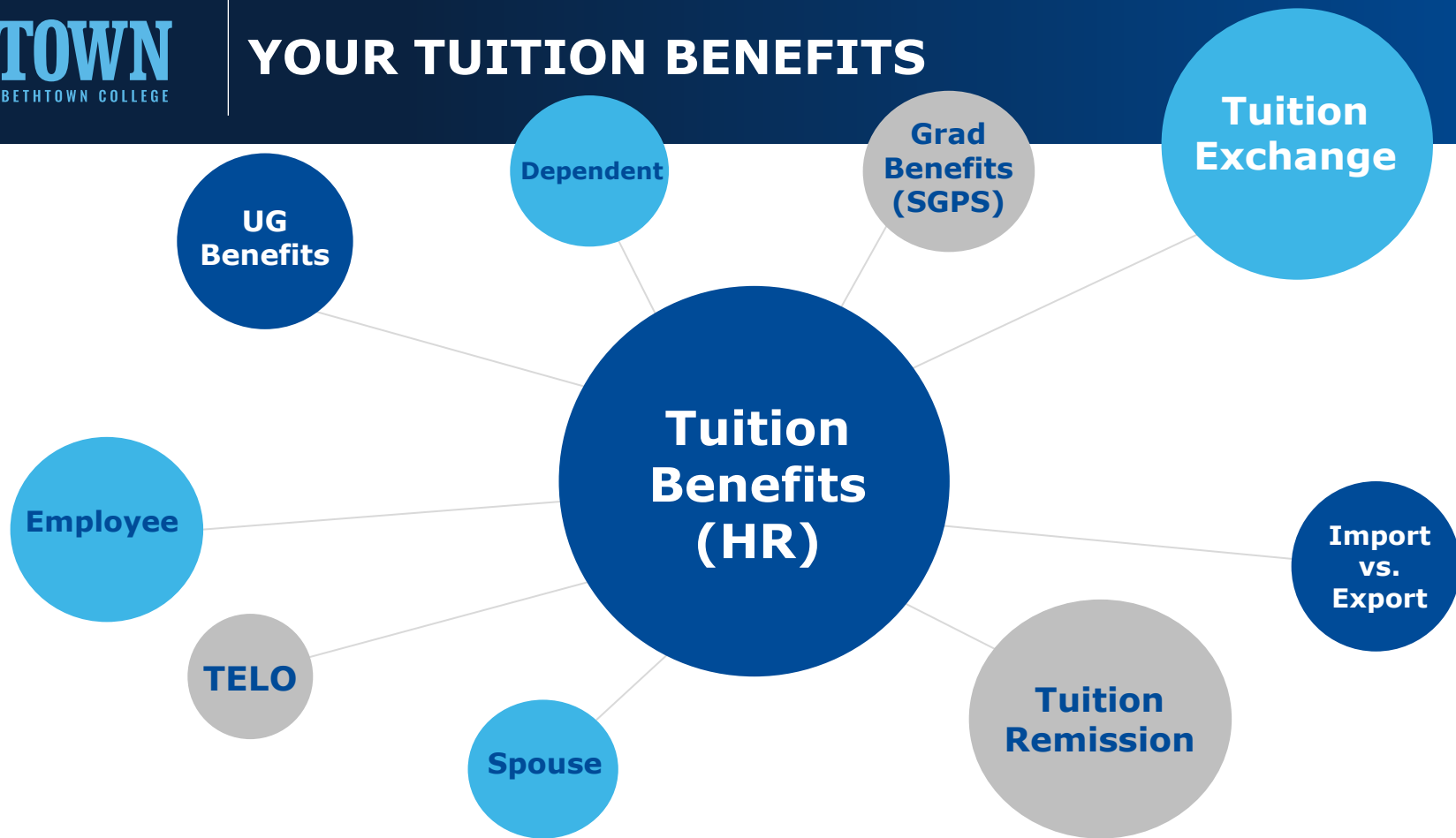


# Tuition Benefits Program

Understanding Your Tuition Remission and  
Tuition Exchange Benefits

*Presented by: Rich Caloiero, Dave Woffington, & Gretchen Camp*

## YOUR TUITION BENEFITS



## Employee Eligibility

- Full-time employees
- Part-time employees placed in a regular part-time position, working 9-12 months, assigned at least 20 hours per week
- Extends to dependents, spouses, and domestic partners in some form
- Length of service requirements must be met

## Dependent Eligibility

- Includes biological, adopted, stepchildren, and children for whom the employee is the court-appointed legal guardian
- Must be unmarried, under the age of 26
- Must be claimed as a dependent on employee's federal income tax return or meet IRS support guidelines
- Must have the same principal place of residence as employee (other than while attending college)

## Undergraduate Tuition Remission (TR)

- Eligible after successful completion of 6-month introductory period
- Available for full-time and part-time employees
- Extends to spouses and dependents of full-time employees only
- Traditional program or SGPS (School of Graduate and Professional Studies)
- 100% TR (excludes room and board)
- 128 credit limit
- HR Request Form must be submitted for each semester

## Undergraduate Tuition Exchange (TE)

- Eligible after 3 years of full-time employment
- Available for dependent children only
- 2 TE programs: Tuition Exchange, Inc. (TE) and the Council of Independent Colleges (CIC-TEP)
- 500+ participating colleges and universities
- 8 semesters or 128 credit limit (when TE and TR are combined)
- HR Request Form must be submitted yearly
- Etown Tuition Exchange Officer: Gretchen Camp, Director of Admissions Operations



## Graduate Tuition Remission

- Eligible after successful completion of 6-month introductory period
- Full-time employees are eligible for up to 18 credits per calendar year
- Part-time employees are eligible for up to 9 credits per calendar year; however, may take an additional 9 credits and pay 50% of the amount of the course(s)
- Employee agrees to remain at Elizabethtown College for two years after completion of each course
- If an employee voluntarily leaves employment before completing two years of service, the employee must repay 50% of the amount of the course(s)
- The current IRS rules include a limit of \$5,250 per calendar year before the graduate tuition benefit becomes taxable income
- Spouses and Dependents are eligible for a 25% discount

## **Etown Edge**

- No waiting period
- Available for employees only
- 50% discount on any Edge certificates, bundles, or individual courses
- Promotional code issued by SGPS
- The other 50% may be paid by the employee out of pocket at the time of purchase
- Employees may talk to their direct supervisor or department head in order to seek approval for the department to pay the other 50%



- Employee/Faculty Handbook
- HR Benefits Page
  - Tuition Benefits Overview
  - TE Program Guide
  - Request Forms for TE/TR



- Undergraduate Programs- 100% remission (spouses & dependents)
- Associate and Bachelor's Degree Programs:
  - Accounting (AS & BS)
  - Business Administration (AS & BS)
  - Health Care Administration (AS & BS)
  - Human Services (AS & BS)
  - Human Services- Behavioral Addictions Counseling (BS)
  - Paralegal Studies (UG Certificates & AS)
  - Professional Studies (AS & BS)

*\*Associate Degrees are awarded at 64 credits*

*\*Bachelor's Degrees are awarded at 125 credits*

*\*Transfer in a max of 95 credits from prior institutions*

*\*Previous credits do not expire*

- 100% online, 5-week courses, rolling admissions
- Transfer in up to 95 credits
- Credit for Prior Learning available to evaluate for credit
- Fast-track admissions process available for employees

## GRADUATE PROGRAMS: MASTER'S & DOCTORATE

- Graduate Programs- 100% remission for FT employees (18 credits/year); spouses/dependents 25% remission; PT employees confirm with HR
- Master of Business Administration (MBA)
- Master of Science in Strategic Leadership (MSL)
- Master of Science in Finance (MSF)
- M.Ed. in Curriculum & Instruction (MCI)
- M.Ed. in Educational Leadership (MEdL)
- Master of Music Education (MME)
- Master of Arts in Counseling Psychology (MCP)\*\*
- Doctorate of Occupational Therapy (OTD)
- Transfer in up to 9 graduate credits
- Majority are 100% online, 8-week courses, rolling admissions
- Fast-track admissions process available for employees

\*\*Semester course schedule (15 weeks)

# GRADUATE PROGRAMS: GRADUATE CERTIFICATES

- Artificial Intelligence & Educational Technology Leadership
- CFP® Certified Financial Planning Education Program
- Computer Science Education
- Curriculum & Instruction
- Data Analytics
- Engineering Management
- Family Business & Entrepreneurship
- Health Care Administration
- Higher Education
- Inclusive & Equitable Education
- Integrated STEM Education Endorsement
- Interdisciplinary Autism Support
- Medical Spanish (Transitioning to UG cert)
- Non-Profit Leadership
- Operations & Supply Chain Management
- Sports Management
- Strategic Leadership
- Teacher Intern Certification
- Trauma Informed Practice

*For most certificates, the credits earned can be stacked and transferred into a master's degree or OT Doctorate*

**ETOWNGPS**  
ELIZABETHTOWN COLLEGE  
SCHOOL OF GRADUATE & PROFESSIONAL STUDIES

# GRADUATE PROGRAMS: ETOWN EDGE



## Excel Basics

As big data continues to change the way businesses operate and drive strategy, the ability to efficiently and effectively organize and analyze data is crucial. Managers need to be able to utilize tools to identify trends and...

**ETOWN** | EDGE

Time limit: 90 days  
\$99

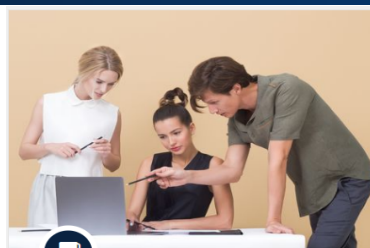


## Introduction to Management

Introduction to Management is designed for current and prospective managers seeking to understand the foundations of effective management. Managers are employed across industries, functions, and organizational...

**ETOWN** | EDGE

Time limit: 90 days  
\$99



## Communicating Collaboratively

In most organizational settings, you'll be expected to work in teams. At times, your team members may not be physically in the same office with you. And yet, communicating effectively within these teams is critical to...

**ETOWN** | EDGE

Time limit: 90 days  
\$99



- 400+ courses & content
- A la carte options
- Customized bundles
- CEU's awarded
- Etown-branded certificate of completion awarded
- Self-paced
- ACE-approved certificates

**ETOWNGPS**  
ELIZABETHTOWN COLLEGE  
SCHOOL OF GRADUATE & PROFESSIONAL STUDIES

Edge.etown.edu

## TUITION EXCHANGE PROGRAM

- We partner with two separate programs, the Tuition Exchange Program and the Council of Independent Colleges (CIC-TEP) Program, to offer tuition exchange benefits to eligible dependents
- To maximize your dependent's chances of acceptance, apply to HR (employee) and Admissions Offices (dependent) of the selected colleges/universities between September and December of dependent's senior year of high school.
- Make sure to take note of TE and CIC deadlines at the institutions to which your dependent is applying!



- The CIC-Tuition Exchange Scholarship is always valued at **full-tuition**
- The value of a Tuition Exchange Scholarship varies based on the current year's set rate
  - 2026-2027 optional set rate is \$44,000
    - This means that Tuition Exchange will cover full tuition at some schools, and partial tuition at other schools



- Dependents of eligible Elizabethtown College employees are **EXPORTS**
- Dependents of eligible employees from other institutions are **IMPORTS**

## **Examples of Questions to Ask Other Schools about their Tuition Exchange Scholarships**

- When is the deadline to apply for TE and CIC?
- How is TE and CIC awarded?
- How much are TE and CIC worth at your school?
- When will TE and CIC decisions be released?
- How can TE and CIC be applied?
- Can TE and CIC be used toward study abroad?
- What are the renewal criteria?
- If my student is eligible to apply for both TE and CIC, can we apply for both awards?
- How many scholarships are available for TE and CIC?
- If my student is applying for TE or CIC, should we still submit a FAFSA?

- For a full list of Tuition Exchange Member Schools:  
<https://tuitionexchange.org/school-list/>
- For a full list of CIC Member Schools:  
<http://www.cic.edu/TEP>

## TUITION EXCHANGE PROGRAM: REMINDERS + TIPS

- Applying for tuition exchange is an employee benefit
  - A dependent receiving tuition exchange from a partner school is **not a guarantee; they must still apply and be awarded tuition exchange**
- Applying for tuition exchange  $\neq$  applying to a college or university
  - A dependent must also submit an admission application to their school(s) or choice
- The employee must submit a **renewal** application to HR for each year that the dependent is enrolled with a TE or CIC-TEP Scholarship
- How Etown runs our Tuition Exchange Program varies from how other schools run theirs (deadlines, minimum GPA requirements, etc.)
- Get in touch with the TELOs at schools you are considering!

# STEPS TO THE APPLICATION PROCESS

- ❑ Complete a Tuition Remission/Tuition Exchange Request form and submit to HR
  - ❑ Form is located at <https://www.etown.edu/offices/human-resources/benefits.aspx> under *Tuition Remission/ Exchange Information & Forms*
  - ❑ Use the appropriate side/section of the form when completing for dependents, employee, or spouse.
  - ❑ If approved for TE/CIC-TEP, a copy of the form will be sent to the employee, as well as the TELO who will then process/submit the application and confirm receipt via letter
  - ❑ If approved for Tuition Remission, the form will also be sent to the Business Office for billing purposes, as well as Financial Aid for aid tracking purposes.
  
- ❑ **For TE, Inc.,** your student **MUST** also create a TE-EZ Application account and add schools they're interested in. Once the HR form is approved, Etown TELO will approve their TE-EZ Application and send it off to school(s).
- ❑ **For CIC-TEP,** Etown TELO will submit application(s) on behalf of student.
- ❑ A form must be completed each semester for tuition remission and each academic year for tuition exchange.



## QUESTIONS?

Contact Us:

### **Rich Caloiero**

Assistant Director of  
Human Resources  
[caloieror@etown.edu](mailto:caloieror@etown.edu)  
717-361-1109

### **Dave Woffington**

Sr. Director of Graduate &  
Online Admissions  
[woffingtond@etown.edu](mailto:woffingtond@etown.edu)  
717-361-1293

### **Gretchen Camp**

Sr. Director of Admissions & Operations  
Tuition Exchange Liaison Officer  
[campg@etown.edu](mailto:campg@etown.edu)  
717-361-1164