

Tuition Exchange Program (for dependent children of qualifying Benedictine University employees)

Dependent children of benefit eligible employees are eligible to participate in the Council of Independent Colleges (CIC) Tuition Exchange Program, the Catholic College Cooperative Tuition Exchange Program and the Tuition Exchange (TE) Program. These programs allow dependents of benefit-eligible employees the opportunity to attend other participating colleges and universities tuition free.

The term “child” for the purposes of this benefit means the natural, adopted, or step-children of the eligible employee. The term “dependent child” for the purpose of this benefit means children who are eligible to be claimed as a dependent for federal income tax purposes and who have not reached the age of 24 as of the first day of the semester for which the tuition reduction is granted. The employee may be required to provide proof of eligibility (e.g. tax forms, birth certificate, etc.).

To be eligible as a dependent for federal income tax purposes a child must be a U.S. citizen, U.S. resident alien, U.S. national, or a resident of Canada or Mexico for some part of the year and must be a qualifying child.

To be a qualifying child, the child:

- Must be (a) under age 19 at the end of the year, (b) under age 24 at the end of the year and a full-time student or (c) any age if permanently and totally disabled.
- Must have lived with you for more than half of the year,
- Must not have provided more than half of his or her own support for the year, and
- If the child meets the rules to be a qualifying child of more than one person, the employee must be the person entitled to claim the child as a qualifying child or cover on the health insurance plan with validation of birth certificate.

Dependent children must satisfy the above stated eligibility standards, and benefit-eligible employees must be employed continuously 1733 hours or more annually as regular benefit-eligible for one year for dependent children to be eligible to participate. A change of status to less than 1733 annual hours for the eligible employee will terminate eligibility in this program.

Visit the websites listed below for participating schools, procedures and application forms.

Complete the website’s application form along with the Benedictine University’s *Undergraduate Tuition Exchange Program Eligibility Form* (located on S:\University Info\Forms\Human Resources\Tuition). Bring the forms to Human Resources to sign, verifying eligibility to participate in the program.

The forms need to be signed by Human Resources before the employee can submit them to the exchange liaison in Financial Aid.

Currently the designated tuition exchange liaison officer in the Financial Aid office is **Krystle Pantek, Assistant Director of Financial Aid, 630/829-6112, kpantek@ben.edu**. Her back up is Maria Lee Senior Associate Director of Financial Aid, 630/829-6105, mlee@ben.edu.

- Catholic College Cooperative Tuition Exchange Program (www.cccte.org)
- Council of Independent Colleges (CIC) Tuition Exchange Program (www.cic.edu/TEP)
- The Tuition Exchange (TE) Program (www.tuitionexchange.org)

Note: Benedictine University is only accepting three (3) new Tuition Exchange students in Fiscal Year 24/25.