



Undergraduate Tuition Exchange Program Instructions

Tuition Exchange Program

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

Dependent Definition

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.

For eligible employees who have died or have become disabled, tuition reduction under the Undergraduate Tuition Exchange Program for their eligible dependents will be continued, pursuant to the rules stated above. However, children born to or legally adopted by the spouse after the death of the eligible employee are not eligible for tuition reduction under the Undergraduate Tuition Exchange Program.

Employee Eligibility

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.

Tuition Exchange Application Form

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

The completed application form, along with Benedictine University’s *Undergraduate Tuition Exchange Program Eligibility Form*, will need to be signed by Human Resources as verification of eligibility before the employee can submit the forms to the designated tuition exchange liaison officer in Financial Aid.

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)

Undergraduate Tuition Exchange Program Eligibility Form

The Benedictine University's *Undergraduate Tuition Exchange Program Eligibility Form* needs to be complete, along with the appropriate tuition exchange form. Bring both forms to Human Resources to obtain signature approval. After signed by Human Resources, the employee can submit the forms to the designated tuition exchange liaison officer in the Financial Aid office is Adrienne Hickey, Financial Aid Counselor, 630/829-6102, ahickey@ben.edu. Her back up is Maria Lee Senior Associate Director of Financial Aid, 630/829-6105, mlee@ben.edu.



Undergraduate Tuition Exchange Program Eligibility Form

☐ I am a Benefit-Eligible Employee of Benedictine University

Name: _____

Employee ID #: _____

Applicant (Dependent) Information.

Applicant's (Dependent's) Name: _____

Employee's Relationship to Applicant: _____

Applicant's (Dependent's) Birth Date: _____

TO BE COMPLETED BY EMPLOYEE (all three statements must be answered)

☐ Yes ☐ No **Dependent** child requesting UTR was under age 24 as of first day of this semester.

☐ Yes ☐ No **Dependent** child requesting UTR was claimed on my most recent federal tax form 1040. (*see rules above)

☐ Yes ☐ No **Dependent** child requesting UTR qualifies as my tax dependent for the tax year of the QTR.

My signature below indicates that I have read, understand and agree with the eligibility definitions and terms of the Undergraduate Tuition Exchange Program. I further understand that my application for tuition exchange is subject to audit and additional documentation of eligibility may be required. If I am found to be ineligible, I am responsible for reimbursing any and all monies owed. Failure to comply with the above requirements may result in denial of this benefit.

Employee's Signature: _____ Date: _____

Human Resources Use Only:

The above employee and dependent are eligible for Undergraduate Tuition Exchange for the requested semester ☐ Yes ☐ No

Reason (if not eligible): _____

Human Resources Signature: _____

Date: _____