

ROCHESTER INSTITUTE OF TECHNOLOGY

Information and Instructions for Tuition Exchange Application and Recertification

RIT participates in The Tuition Exchange, Inc., a reciprocal scholarship program for children of faculty and staff employed at over 600 participating institutions in the United States. The Tuition Exchange, Inc., a non-profit association, serves higher education by making careers at colleges and universities more attractive. Tuition Exchange Scholarships are not guaranteed; they are competitive awards and each participating institution sets its own eligibility criteria. Each institution is obligated to maintain a balance between students sent out on the exchange (exports) and students received on the exchange (imports). If this ratio of imports and exports becomes out of balance, RIT may restrict Tuition Exchange Scholarship certifications for RIT exports (children of RIT employees going to other schools).

RIT Eligibility: The TE benefit is available to the children of regular full-time employees with at least five (5) years of full-time service on or before the day after Labor Day (Tuesday) in the September of the academic year for which TE application is made. Previous extended part-time service can be counted as one-half a year toward the five (5) year full-time service requirement. Scholarships are for full-time undergraduate study during the regular academic year.

Children of an eligible employee will qualify for up to 16 semesters per family. If both spouses/partners work at RIT and are eligible for TE, they have flexibility on how to use the 16 semesters (one employee could use all semesters or each could use 8 semesters, etc.).

Application Process: Colleges and universities set their own policies and procedures for awarding Tuition Exchange Scholarships. Applying for a Tuition Exchange Scholarship is easy. Follow the normal admissions process for the school(s). In addition, complete a Tuition Exchange Application and Recertification form and submit to the Human Resources Department. HR will certify your eligibility and forward the application to RIT's Tuition Exchange Liaison Officer, Edward A. Lincoln, Assistant to the Vice President, Enrollment Management and Career Services ((x5-5502/v and x5-7487/TTY, e-mail: ealfad@rit.edu). RIT's Liaison Officer will certify the application and send it directly to the school(s) considering the candidate. Make sure you apply for admission and Tuition Exchange by each school's deadline -- these deadlines do vary from school to school. For more details on the process and a list of participating schools, check out the Scholarship Award Process on the Tuition Exchange web site (<http://www.tuitionexchange.org>).

Recertification Process: You should complete the Tuition Exchange Application and Recertification form each spring to recertify the TE benefit for the upcoming academic year. Submit the completed form to the Human Resources Department and HR will certify your eligibility and forward the form to RIT's TE Liaison Officer.

Taxability of the TE Scholarship: Generally, TE Scholarships are not taxable. However, there are certain cases according to the Internal Revenue Code when the TE Scholarship will be treated as taxable income to you. The scholarship would be taxable if the child

1. is your child and is not reported on your or your ex-spouse's (child's other parent) tax return;
2. is your spouse's child (your step-child) and is not reported on your spouse's or your spouse's ex-spouse's (child's other parent) tax return; or
3. is your domestic partner's child who is not reported on your tax return.

If the TE Scholarship is taxable, the RIT Controller's Office will send you an invoice for the taxes you owe and you must pay RIT; your Form W-2 will be adjusted to include additional income for the TE Scholarship and taxes paid. If you fail to remit the taxes to RIT by the due date, RIT will withhold the amount due for taxes from your regular paycheck. NOTE: you will be billed three times during the academic year, with each bill for one-third of the full annual amount.