

Tuition Exchange Policy

Hofstra University participates in a Tuition Exchange Program providing for full tuition scholarships (or the minimum set rate governed by the Tuition Exchange Organization) at participating institutions. The tuition exchange award applies to IRS dependent children in full time pursuit of an undergraduate degree for up to eight semesters. This program shall be suspended when a net negative (net debit units) semester hours for the University reach a maximum of twenty-four negative (24) student semester units and will be reinstated when the net debit units are less than twenty-four (24). Such scholarships shall be payable in accordance with the uniform rules and regulations of the University and Tuition Exchange Program.

Selection Process

Administrators

The University shall allocate (6) spots of the exchange award to full time Administrators. A weighted lottery system is utilized for all Administrative employees applying for this award. The Administrator must have at least four (4) years of full time service as of the application closing date to apply for this benefit. A lottery selection is conducted based on the employee's years of full time service. The number of years of full time service as of the application closing date will determine the number of opportunities the employee is afforded in the lottery. See the below chart.

At Least 4 Years of Service but Less Than 10 – 1 Opportunity
10 Years of Service but Less than 15 – 2 Opportunities
15 Years of Service but Less than 20 – 3 Opportunities
20 Years of Service or more – 4 Opportunities

Faculty

The University shall allocate (6) spots of the exchange award to full time AAUP Faculty. A lottery system is utilized for all Faculty employees applying for this award. For more information, please refer to your Collective Bargaining Agreement.

Local 153

The University shall allocate two (2) spots of the exchange award to full time Local 153 members. The selection process is based on seniority for all Local 153 members applying for this award. The number of years of full time service as of the application closing date will determine years of seniority. For more information, please refer to your Collective Bargaining Agreement.

Local 282, 1102, 553

The University shall allocate (1) shared spot of the exchange award to full time Local 282, 1102 and 553 unions. A lottery system is utilized for all Local 282, 1102 and 553 members applying for this award. For more information, please refer to your Collective Bargaining Agreement.

If selected, the Tuition Exchange Scholarship must be used within two years of the award to ensure that the University maintains its balance of exports and imports in the Tuition Exchange Program.

Dependent Children

A dependent child is defined as per federal IRS regulations. In general, a dependent child is your biological or legally adopted son or daughter whom you claim as dependent when filing income tax. Normally, your child will no longer be considered dependent after age 23. Proof of dependent status may be required.

Proof of Relationship-Fraudulent Information

Please note that any fraudulent information that you provide pertaining to the relationship of your Dependent Children will result in immediate termination and the applicant will be held responsible for any tuition that was covered by the exchange award.

Termination

If an employee resigns or is released during a semester, this award will be discontinued.

Deadlines

All employees are required to electronically submit their Tuition Exchange application no later than the appropriate deadlines as listed on the form. The form is available on the Hofstra University portal.