

Frequently Asked Questions (FAQ's) About The Tuition Exchange Program

Presented below are answers to common questions posed about the Tuition Exchange Program. The Tuition Exchange Program is in addition to Tuition Remission at Notre Dame de Namur University (NDNU). This FAQ's is one for current NDNU employees who are applying to have their dependent (dependents are those who will be graduating from high school and enrolling in a college of the university the fall after high school graduation, usually between the ages of 17 and 25) considered for The Tuition Exchange Program at participating Colleges or Universities.

FAQ's for Current Employees of Notre Dame de Namur University (Outgoing Students)

Are all employees eligible for TUITION EXCHANGE?

Eligibility for this program requires three or more years of continuous full-time service at Notre Dame de Namur University. If you are uncertain about your employment history or eligibility, please contact the Human Resources Director (Dr. Karen White at kwhite@ndnu.edu) for clarification.

Is there a fee to participate in the Tuition Exchange program?

Yes, there is an annual administrative fee of \$40.00. This is the same amount the Tuition Exchange program charges NDNU for each outgoing application.

What if I have not been employed at Notre Dame de Namur University for 3 years yet, but my dependent is applying for college now. Can I apply for the Tuition Exchange anyway?

No. You must meet the eligibility requirements above. If you are to become eligible for TUITION EXCHANGE benefits after your dependent has been accepted as a freshman or has completed the freshman year of college at a different school, you must contact the coordinator at the desired participating TUITION EXCHANGE institution at that time to see if it is still possible for your dependent to apply for TUITION EXCHANGE. Many schools only accept TUITION EXCHANGE applications from incoming freshman, so it may be too late. The only exception to this would be a parent who would be TUITION EXCHANGE eligible by September of the year the student would be enrolled. In this case, an application would most likely be granted, but at the discretion of the Human Resources Director (Dr. Karen White at kwhite@ndnu.edu), and you should consult with her/him first if you have any questions about your service dates.

Do I apply for TUITION EXCHANGE if my dependent wants to come to Notre Dame de Namur University?

No. If your dependent/dependents wish to attend Notre Dame de Namur University, that is covered through Tuition Remission. TUITION EXCHANGE application is only required to attempt to receive a tuition scholarship from a participating institution.

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Can I apply for TUITION EXCHANGE for myself to study at a participating school?

No. The TUITION EXCHANGE program is only available to the dependents of current eligible Faculty and Staff members to study at other institutions. NDNU offers tuition remission for employees to study at NDNU.

My student wants to take one course at a participating school. Can I apply for TUITION EXCHANGE?

No. TUITION EXCHANGE, if offered, only covers four years of continuous full-time undergraduate study during the traditional spring and fall semesters. It is not available for part-time study or individual course reimbursement. Dependents may take one class using NDNU tuition remission.

What do I have to do to get a TUITION EXCHANGE for my dependent?

After September 1st, but before December 15th, the parent employed at Notre Dame de Namur University must complete the TUITION EXCHANGE Application and return it to the Human Resources Director (Dr. Karen White at kwhite@ndnu.edu).

Is there a deadline to apply for TUITION EXCHANGE?

Yes. Participating schools have designated dates as the last date they will accept Application Letters. You should check with the participating schools to see what their respective deadline might be. For this reason, you should have your TUITION EXCHANGE Application submitted before this deadline to allow time for processing.

What if I miss the December 15th deadline?

NDNU will only process a late application request if you contact the TUITION EXCHANGE Coordinator at the receiving school FIRST to see if they will still accept it. Many Schools WILL NOT.

Suppose I missed the TUITION EXCHANGE deadline, and the school my dependent wishes to attend will not accept a Late Application letter. Is there anything Notre Dame de Namur University can do?

No. Notre Dame de Namur University will not assume responsibility for parents who either fail to follow the application process or fail to meet the established deadlines of the program. You can try to petition the desired school, but NDNU will not aid in this process, nor have we seen it be effective in the past. It is your responsibility as the employee and parent to follow the program's rules.

Is TUITION EXCHANGE an automatic exchange?

No. Each school determines how many dependents it can extend TUITION EXCHANGE to, and there is no guarantee to any employee that their dependent will be able to utilize the benefit at the school of their choice.

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What are my dependent's chances of getting a TUITION EXCHANGE Award?

Slim. Most of the more popular schools in the program often receive 60 or more applications each year for 1 to 3 available spots. Since TUITION EXCHANGE is usually offered to the most academically competitive student(s) in the pool, it is highly competitive in terms of space and selectivity. You are welcome to contact the TUITION EXCHANGE Coordinator at the desired school to see if they know how many available spots for the year your dependent is applying. It would be best if you also considered applying for Financial Aid at the desired school(s) since a Financial Aid offer may make it possible to attend that school should TUITION EXCHANGE not be offered.

Can my dependent study abroad on TUITION EXCHANGE or attend classes during the summer?

Each school sets its own policies on these scenarios, so you should check with the TUITION EXCHANGE Coordinator at that school to find out.

If my dependent receives TUITION EXCHANGE at a participating school but needs to take a leave of absence, can they get TUITION EXCHANGE when they return?

Probably not. As described in the question above, TUITION EXCHANGE, if offered, usually only covers four years of continuous full-time undergraduate study (some institutions all graduate study). You should consult with the TUITION EXCHANGE Coordinator at the affected school and follow whatever guidelines they give you. Each school's policies and practices are different, and Notre Dame de Namur University cannot advise on their behalf.

When will my dependent be notified if they receive a TUITION EXCHANGE?

Most schools notify a student by April 1st. It is important to realize, however, that once an application letter has been sent out, any communication regarding the TUITION EXCHANGE award will happen directly between the TUITION EXCHANGE Coordinator at the school(s) to which the dependent has applied and the dependent or dependent's family. Notre Dame de Namur University cannot aid in this process. Each school makes its own decisions regarding how many TUITION EXCHANGE awards it can offer and how/when decisions will be communicated.

Can my dependent apply for TUITION EXCHANGE as a Transfer student or Upperclassman?

Probably Not. Most schools only accept TUITION EXCHANGE applications from incoming Freshman. Before attempting the application, you should check with the TUITION EXCHANGE Coordinator at the desired school(s) to see if this is possible.

Can my dependent apply for TUITION EXCHANGE for Graduate School?

Maybe. Some Tuition Exchange Schools offer scholarships for graduate programs. You should contact the intuition. NDNU offers tuition remission for employees and their dependents to study at NDNU. Please review the NDNU Tuition Remission Policy.

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Can you advise me on which school my dependent should attend or what academic program they should study?

No. Notre Dame de Namur University does not provide admission counseling nor maintain program information about any of the participating schools. Instead, we suggest that you contact the schools directly or view their websites online. College profiles and major selection information are also available through outside companies such as the College Board and Princeton Review. You can consult the guidance counselor at your dependent's school.