

W E L C O M E

# ACADEMIC YEAR 2025-2026 TUITION EXCHANGE BENEFIT INFORMATION SESSION





# TODAY'S AGENDA

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- What is Tuition Exchange?
- Employee and Dependent Eligibility
- Export Student Application Process
- Recertification Process
- Changes in Employment Status
- Preliminary Application
- Tuition Remission and Tuition Exchange



# WHAT IS TUITION EXCHANGE?

- GW is a member of The Tuition Exchange Program, Inc., a national organization that administers multilateral tuition remission scholarships for member college and university employees.
- GW's agreement allows for a limited number of dependent children each year to enroll in baccalaureate degree programs at participating institutions throughout the country.
- Scholarships are available for a maximum of four years (eight semesters) of full-time academic study in undergraduate degree programs.



The Tuition Exchange program is managed by two departments at GW - Benefits and the Office of Student Financial Assistance.



Receiving a TE scholarship is not guaranteed. Each academic year there are a limited number of spaces for GW employee applicants and at admitting TE member universities. Actual number of recipients varies each year.

# EMPLOYEE ELIGIBILITY

To be considered for the Tuition Exchange Program, you must have four years or more of full time equivalent continuous employment in a benefits-eligible position prior to the close of the Tuition Exchange preliminary application period. Eligible employee classes include:

- Full-time and Part-time Benefits Eligible Faculty
- Full-time and Part-time Benefits Eligible Staff
- Postdoc Associates
- Retirees



Prior years of service at another university or at a non benefits eligible position at GW do not count towards the four year service requirement



Part-time benefits eligible service will count toward service requirements on a pro rata basis (e.g. Two years of part-time service at 50% will count as 1 year of full-time equivalent service)

# DEPENDENT ELIGIBILITY

- Eligible employees may apply to receive Tuition Exchange scholarships for dependent children under the age of 24
- Children over the age of 24 are also eligible if your child is your legal tax dependent and supporting documentation is provided
- Students must be admitted as full-time baccalaureate degree candidates at Tuition Exchange member institutions in order to be eligible for this program
- Students must adhere to the Tuition Exchange member school's academic standards, conditions, and other rules.
- One dependent per family may participate in the Tuition Exchange program in any given academic year



Visit the Tuition Exchange website for a list of member institutions and more!

[tuitionexchange.org](https://tuitionexchange.org)

The term "dependent child" refers to child dependents as defined below:

Relationship Status: Child must be a natural child, stepchild, legally adopted child, child placed for adoption, or child for whom the employee or spouse/domestic partner is the legal guardian.

Tax Dependent Status: Child must be under the age of twenty-four (24) at the beginning of each academic year in order to maintain eligibility. Child must be a legal tax dependent of the employee

**To determine whether a child qualifies as a tax dependent, please refer to the IRS Publication 501 at [irs.gov](https://irs.gov)**



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# EXPORT AND IMPORT STUDENTS

- **Exports Students** are students that have parent/guardian working at GW and choose to obtain their undergraduate degree at a TE member school
- **Import Students** are students from other TE member schools. These students have chosen to apply at GW as their TE member college
- TE member schools will review all export students from GW and decide to accept, waitlist or deny students for available TE scholarships for the academic year
- The selection process at GW is highly competitive; less than 4% of TE candidates are admitted to GW through the Tuition Exchange program each year



Many schools have Exchange Application deadlines. It is important to check with both the Export school and Import schools to be sure you don't miss a primary filing deadline.

# EXPORT STUDENT APPLICATION PROCESS

- Students should apply for admission to the TE member school(s) of choice by the school(s)' application deadline
- Applicants should also check for any additional requirements which can include filing the FAFSA annually, maintaining minimum grade point average, being enrolled full-time, and living on campus
- Students may apply to up to 10 colleges or universities from the TE member list
- On **October 1**, eligible employees will apply online on the Tuition Exchange website
- GW will certify and send your application to your selected import schools. A certification email will be sent to the email address you submit so be sure it is correct!



Not sure which schools you want to apply to? The Tuition Exchange website has a search tool to help you find the right school for you! Visit [telo.tuitionexchange.org/search.cfm](https://telo.tuitionexchange.org/search.cfm) to try it out!



The host email address is

[noreply@tuitionexchange.org](mailto:noreply@tuitionexchange.org)

You are encouraged to check your SPAM account if you don't receive an email acknowledgment directly in your mailbox.

# EXPORT STUDENT APPLICATION PROCESS

- At this point, the importing schools take over the application review process and will decide to accept, waitlist or deny students for available TE Scholarships for that academic year
- Families can check on the status of their application on the Tuition Exchange website
- The Import school will notify the GW Liaison Officer and families once an Exchange scholarship eligibility decision is made
- Notification usually occurs in the spring and is shared via an award letter or financial aid award notification from the TE program
- Review the financial aid award notification carefully - it will specify the TE scholarship amount, duration, and conditions of your scholarship, along with details about the institution's charges. Ensure you understand all expenses you're responsible for and any requirements you must meet to maintain the TE scholarship in subsequent years



The Tuition Exchange website ([www.tuitionexchange.org](http://www.tuitionexchange.org)) front page, and "Families" tab provide considerable information for your review



# PRELIMINARY APPLICATION PERIOD – OPEN NOW!

- Preliminary application opened in early Spring for the **2025-2026** Academic year
- Visit [hr.gwu.edu/tuition-exchange](https://hr.gwu.edu/tuition-exchange) to download the preliminary application form
- Send completed applications to [tuition@gwu.edu](mailto:tuition@gwu.edu)
- No candidate list - all eligible applicants will move onto the next step in the process
  - 4 years or more of full time equivalent continuous employment in a benefits-eligible position prior to the close of the Tuition Exchange preliminary application period



Ineligible applicants will be notified via email from [tuition@gwu.edu](mailto:tuition@gwu.edu) upon submission of their application.



Employees who submitted a preliminary application for the 2024-2025 academic year but did not receive the TE scholarship must submit a new preliminary application for the 2025-2026 academic year.

Returning TE scholarship recipients do not need to reapply each year.

# RECERTIFICATION OF ELIGIBILITY

- Employee and dependent eligibility is reviewed at the beginning of each semester for which the employee child is using the tuition exchange scholarship
- Your child must be eligible for the full semester to receive the full semester tuition costs
- Certification for returning students will be completed no later than January 31st prior to the next academic year
- Employees that become ineligible due to a mid semester employment change will be notified by GW
- Tuition Exchange students must maintain the admitting institution's required academic and behavioral standards to maintain eligibility for the tuition exchange scholarship each year



Example: If your child will turn 24 mid-semester, verification that they are your legal tax dependent is needed before the semester begins

# CHANGES IN EMPLOYMENT STATUS AND LOSS OF ELIGIBILITY

- Tuition exchange benefit coverage adjustments resulting from a change in employment status, benefits-eligibility, or position are effective the date of the employment change
- If an employee separates from the university or moves to a non-benefits eligible position while utilizing the tuition exchange scholarship, tuition costs will be prorated and the employee will be billed by the admitting institution



# TUITION REMISSION AND TUITION EXCHANGE

- Tuition Exchange semesters count towards the 8 semester dependent limit for the Tuition Remission benefit.
- A course, credit or unit covered by the tuition remission benefit or the Tuition Exchange program will constitute one full semester of coverage.
- One child per family may participate in the TE program but additional dependent children are eligible for the Tuition Remission program in the same academic year.



EXAMPLE: A child used the TE scholarship for 4 semesters at a participating member university then enrolls at GW in a graduate program using Tuition Remission. Since 4 semesters have already been used, the student is eligible for 4 semesters of graduate school at GW with the Tuition Remission benefit.

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✓ At least 12 months before your child begins applying to schools, visit the Tuition Exchange Website and read more information about the program

✓ Download and submit your Preliminary Application by **October 1, 2024** - employees with less than 4 years of service will be notified of their ineligibility via email from [tuition@gwu.edu](mailto:tuition@gwu.edu) upon submission of their application

✓ Apply and be accepted to your child's school(s) of choice by their admission deadline

✓ Apply to the TE online application beginning **October 1, 2024**

✓ TE member schools decide to accept, waitlist or deny students for available TE scholarships that academic year

✓ TE member schools notify scholarship award winners via a letter or financial aid award notification

**We are here to help!** Contact the Office of the Student Financial Assistance at [sutphint@gwu.edu](mailto:sutphint@gwu.edu) for information on your TE application with member schools. Contact Benefits at [tuition@gwu.edu](mailto:tuition@gwu.edu) with questions on your preliminary application.



# YOUR CHECKLIST

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