

Tuition Exchange (TE) Program

Academic Year 2023-2024

April 7, 2022

Via Webex

Tuition Exchange Program

- The George Washington University is a member of The [Tuition Exchange Program, Inc \(TE\)](#).
- The program provides TE tuition scholarships to a selected dependent of eligible GW employees to attend TE member universities.
- 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 varies each year.
- The TE program is managed by two departments at GW – Benefits and the Office of Student Financial Assistance.

Employee Eligibility

- Full-time and part-time benefits-eligible employees with a minimum of four years or more of full-time equivalent* service prior to the close of the TE Preliminary Enrollment Period on August 31, 2022:
 - Faculty
 - Staff
 - Research personnel
 - Retirees
 - Other eligible affiliates

*Part-time service will also 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.)

Employee Eligibility (Cont'd.)

- Employee must remain in a benefits-eligible position during the academic year in which the TE scholarship is in effect.
- Student will receive a prorated bill if employment changes to benefits-ineligible status, or upon separation from the university.

Employee Selection Process

1. Eligibility of applicants are verified
2. Applicants are ranked by adjusted service date
3. Based on number of available TE openings, applicants will be placed in a candidate or waitlist status
4. Letters verifying status and placement are emailed to all applicants

Dependent Eligibility

- Dependent child must be the biological, legally adopted or stepchild of the employee, or a child for whom the employee is the legal guardian.
- The dependent child must be under age 24 and legally dependent upon the employee for support, as defined by IRS regulations.
- Selected employees are allowed one dependent child in the TE program per academic year. However, you may have a dependent in the TE program and other dependents receiving the Tuition Remission benefit.
- Must maintain academic and behavioral standards of the admitting institution.

Important Notes

- Each semester of participation in the TE program applies towards the four years (8 semesters) for completion of undergraduate program.
- Tuition Exchange semesters count towards the eight semester limit for the Tuition Remission benefit. Example on the next page.
- Graduate degree programs are excluded from the TE scholarship program.
- Returning TE scholarship recipients do not need to reapply each year. GW Benefits will recertify returning TE recipients prior to February 1 for the upcoming academic year and communicate with the Tuition Exchange office.

Important Notes (Cont'd.)

- Applications received during the 2022 TE Preliminary Enrollment Period are for academic year 2023-2024.
- An employee selected as a TE candidate for the academic year 2022-2023, yet whose dependent child did not receive a TE scholarship, is required to submit a new preliminary TE application for the academic year 2023-2024.

Tuition Remission Benefit Combined with Tuition Exchange

- The child dependent receives the TE scholarship for a total of four year (8 semesters).
- If child transfers to GW and wants to use the tuition remission benefit for undergraduate courses, can use any number of semesters to earn the degree.
- If a child used the TE scholarship for less than 8 semesters and enrolls at GW in a graduate program, this is calculated by taking the maximum semesters allowed for tuition benefits (8 semesters) minus the number of semesters already started an/or completed under the Tuition Exchange program.
- **Note:** A course, credit or unit covered by the tuition remission benefit or the Tuition Exchange program will constitute one full semester of coverage.

Financial Aid – Office of Student Financial Assistance

1. Process - Steps

Tuition Exchange is a two part process:

Exports Students: This means students that have parent/guardian working at The George Washington University and choosing to export to another TE member school. The TE member school has to review all export students from GW and decide to accept, wait list or deny students for that academic year.

If chosen to export into another TE member school and the student attends that school, they do not have to re-apply annually. GW will re-certify them automatically as long as they are still benefits eligible employees at the university.

HRMD-Benefits and the Tuition Exchange Liaison has to verify GW employee's eligibility and then go into the TE website to confirm approved or denied based upon HRMD-Benefits review of eligibility.

Financial Aid – Office of Student Financial Assistance

2. Process - Steps

Import Students: These are students from other TE member schools. These students have chosen to apply at GW as their TE member college. These TE member colleges have to confirm their employees eligibility to participate in the TE program and update their information on the TE main website. GW then needs to go into the TE main website and review and accept, deny or wait listed students after Committee's review of the TE scholarships for the academic year.

Note: There is always a two part process. Just because one TE member school certifies their information does not make the student/family automatically approved for a TE scholarship at another TE member school.

Financial Aid – Office of Student Financial Assistance

3. Process - Steps

GW parents/guardians need to note if their student **will be attending** GW, do not need to complete the TE Preliminary application. In this scenario, the student will be a Tuition Remission Benefits participant at GW, not a Tuition Exchange participant.

GW parents/students/guardians need to make sure that they list the colleges on the main Tuition Exchange organization website <https://telo.tuitionexchange.org/schools.cfm>

Applications that have no TE member schools listed will be denied. Families cannot fill out the online application until they get an approval by the GW TE liaison.

Financial Aid – Office of Student Financial Assistance

4. Process – Steps

TE School deadlines to apply are **firm**. If a student/parent misses a TE School deadline then the application is considered late.

The website to start the application process is <https://www.tuitionexchange.org/vnews/display.v/SEC/Families>

Note: There are hundreds of applications that go through Tuition Exchange Organization. Each Import and Export school has a certain number of slots available for students. Every student that applies will be considered for the Tuition Exchange Scholarship but there are a limited number of students that are chosen each year.

Tuition Exchange - Full Process

- ➡ Preliminary Application is submitted to GW Benefits by 08/31
- ➡ Selected Candidates receive a letter (decision) from the GW Benefits by 09/05
- ➡ TE Liaison contacts Selected Candidates to complete forms for schools they wish their dependents to attend
- ➡ Selected candidates once they receive approval by the TE Liaison, they will complete the online application for each TE member school
- ➡ All TE member schools that receive the TE applications will determine how and who they will award TE scholarship
- ➡ All TE member schools that received your TE application documentation will send the Application/Certification Form that informs you of your award and provide more details.

TE Preliminary Application

- Available at <https://hr.gwu.edu/tuition-exchange>
- Faculty/Staff Service Center (FSSC)
- **Deadline:** Wednesday, August 31, 2022

Questions?