Tuition Exchange (TE) Program
Academic Year 2022-2023

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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, 2021:
  - 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.
Example of Tuition Remission Benefit Combined with Tuition Exchange

• A dependent child receives the Tuition Exchange scholarship for four semesters (two years). They graduate from the TE member university and are accepted in GW for graduate program. The student is eligible to use the Tuition Remission benefit for four semesters.

• This is calculated by taking the maximum semesters allowed for GW Tuition Benefits (8 semesters) minus the number of semesters already started and/or completed under the Tuition Exchange program.

• If a child dependent receives a Tuition Exchange scholarship for eight semesters (four years), the child dependent is in-eligible to use the Tuition Remission benefit.

• **Note:** A course, credit or unit covered by the Tuition Remission benefit or the Tuition Exchange program will constitute one full semester of coverage.
Important Notes (Cont’d.)

- Applications received during the 2021 TE Preliminary Enrollment Period are for academic year 2022-2023.

- An employee selected as a TE candidate for the academic year 2021-2022, yet whose dependent child did not receive a TE scholarship, is required to submit a new preliminary TE application for the academic year 2022-2023.
1. Exports

- Exports Students have a parent/guardian working at GW and choose 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.

- Benefits and the Office of Student Financial Assistance verifies the GW employee’s eligibility and confirm their status on the TE website.
2. Imports

- Import students are from other TE member schools who have chosen to apply at GW.

- The 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 reviews and accepts/denies/waitlist in the TE website after the 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.
3. Additional Notes

• GW employees with child dependents attending GW for an undergraduate degree will be Tuition Remission benefits recipients 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

• TE applications that have no TE member schools listed will be denied. Families cannot fill out the TE online application until they get an approval by the Office of Student Financial Assistance, which will include the TE application link.

• TE school deadlines to apply are firm. If a student/parent misses a TE School deadline then the application is considered late.
Note: There are hundreds of applications that go through the 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.
Overview of the Full TE Process

1. GW employees submit preliminary application to GW Benefits by August 31, 2021.

2. Selected GW candidates will receive a decision from GW Benefits by September 3, 2021.

3. Office of Student Financial Assistance will contact selected GW candidates to complete the forms for TE schools they wish their child dependent to attend.

4. After receiving approval from the Office of Student Financial Assistance, GW candidates will complete the online application for each TE member school.

5. TE member schools that receive TE applications will determine the students that will receive the TE scholarship.

6. All selected TE scholarship recipients, will receive notification from the TE member school includes information about the award and provides more details.
TE Preliminary Application

- Available at hr.gwu.edu/tuition-exchange
- Faculty/Staff Service Center (FSSC) at the Marvin Center
- **Deadline:** Tuesday, August 31, 2021
Questions?