

## TUITION EXCHANGE PROGRAM FAQs

1. When does the application period begin for the Tuition Exchange Program?

The application period begins every year in the early spring. An email will be sent when the application period is open. Benefits and the Office of Student Financial Assistance also host a live information session at the beginning of the application period.

2. Where can I find the Tuition Exchange Preliminary Application?

The application will be posted on the Tuition Exchange website. Please download the pdf, complete all fields and email the completed form to [tuition@gwu.edu](mailto:tuition@gwu.edu).

3. What are the requirements for my dependent child to be eligible for the Tuition Exchange Program?

The unmarried dependent child must be a natural or legally adopted child, a stepchild of the employee, or a child for whom the employee is the legal guardian. The child must be legally dependent upon the employee, or the employee's spouse or domestic partner, for support as defined by the Internal Revenue Service statutes and regulations. Dependent children must be under the age of twenty-four (24) at the beginning of each academic year to maintain eligibility for the Tuition Exchange program.

4. I have two dependent children that are eligible for the Tuition Exchange program, can I submit for both?

You can submit applications for both children but if both dependent children are offered a Tuition Exchange scholarship by another TE member school(s), you must select one dependent to receive the award, not both. The Tuition Exchange Scholarship is available to only one dependent child per family per academic year.

5. What happens after I submit my preliminary application to Benefits?

Benefits will confirm receipt of your preliminary application once it is received and your eligibility is confirmed. All eligible employees who submit a preliminary application will move onto the next round of the process. Benefits will notify applicants that do not meet the 4-year service requirement.

The GW TE Liaison who will provide additional information regarding the next steps. The GW TE Liaison will assist you applying to other TE member schools based on your dependent's choice. You must apply for admission to each TE member school and complete any financial assistance documents that the institution requires.

6. What do the terms Import School and Export School mean in the Tuition Exchange program?

An Import School is a Tuition Exchange member that accepts a certain number of

applicants from other TE member schools to award the TE scholarship. GW is the Import School for this program. An Export school is the TE member that GW sends its eligible dependents. An Imported student is a scholarship recipient from another TE member school that is attending GW. An exported student is a dependent of a GW employee who is a student at another TE member school.

7. How will I be notified that my dependent was selected to receive the Tuition Exchange Scholarship?

The TE member school that received your application will send the Application/Certification Form that informs you of your award and provide more details. If you have any questions or require clarification, please contact the Import TE member school to explain all pertinent information before you accept the TE scholarship.

8. If my dependent was awarded the Tuition Exchange Scholarship by another TE member school, how many semesters will the award cover?

Most TE scholarships cover four years (eight (8) semesters) of undergraduate studies. Institutions have the right to offer scholarships for less than four years. The TE scholarship does not cover graduate programs.

9. What is the value of the Tuition Exchange scholarship?

The employee should contact the GW TE Liaison Officer for the value of the TE award at the school. The Tuition Exchange organization provides flexibility to all its member schools for the value of the TE scholarship, however, the current annual set rate is posted on the [Tuition Organization Inc. website](#).

Some TE member schools have tuition costs that are less than the Annual Set Rate. These schools are required to provide the full tuition. This full tuition will include different types of scholarships or grants. On the other hand, some TE member schools that have tuition costs greater than the Annual Set Rate are required to provide at least the Annual Set Rate. Some TE member schools offer additional financial support that are not equal to the full tuition costs.

10. How many TE scholarships does GW award every year?

All TE member schools including GW must balance the number of TE students it "exports" to other member institutions with those it "imports" for enrollment. The number of scholarships available for eligible GW dependents in any academic year will be limited. TE scholarship availability is dependent on the number of spaces at the admitting institution.

11. I have a dependent child who was awarded the Tuition Exchange scholarship and is currently a junior. Can I apply for my other dependent child who will be a freshman next year for the Tuition Exchange program?

Yes, you can apply for your other dependent child, but if the new dependent is awarded the Tuition Exchange scholarship by a TE member school, you must select

one or the other dependent to receive the award, not both. The Tuition Exchange Scholarship is only available for one dependent child per family per academic year.

12. When my dependent is enrolled as a student at a TE member school and a recipient of the Tuition Exchange Scholarship, what are the academic requirements?

Every dependent child must adhere with the TE member school's academic standards, conditions, and other rules. The parent and student must work with the corresponding institution to obtain the full list of rules and requirements as well as the re-certification process which varies with each TE member school.

13. My dependent is receiving the Tuition Exchange scholarship at another school; do I need to submit any additional information to GW in order to maintain his/her eligibility?

The GW TE Liaison Office and Benefits will confirm certification for current (TE scholarship recipients) students no later than January 31st prior to the next academic year. If a GW employee loses benefits eligibility (e.g. termination of employment, move to an ineligible benefits position) the TE scholarship will be rescinded. In addition to the sponsoring employee being recertified, renewing TE students must maintain required academic and behavioral standards of the admitting institution to qualify for re-certification.

14. If my dependent is using the Tuition Exchange scholarship through GW, can we apply for the Tuition Remission Benefits at GW?

The Tuition Exchange scholarship is awarded for a maximum of four years (8 semesters) of full-time academic study only in undergraduate degree programs. The Tuition Remission Benefit for dependents applies for one undergraduate degree or for eight (8) semesters maximum if used for graduate level courses. A total of 8 semesters is available for your dependent to use in both the Tuition Exchange and Tuition Remission Programs combined. If you use all 8 semesters in the undergraduate Tuition Exchange Program, you will not be eligible to participate in the Tuition Remission program as all 8 semesters were used. If only 4 semester were used in the Tuition Exchange Program, your dependent would be eligible to use 4 semesters in the GW Tuition Remission program.

15. I have a question about the Tuition Exchange Program that is not listed in this document, what do I need to do?

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