



# **Tuition Exchange**

**GUIDELINES**



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## Introduction

The George Washington University is a member of The Tuition Exchange Program, Inc., a national organization that administers multilateral tuition remission scholarships for member colleges and universities employees. The GW agreement with the Tuition Exchange Program, Inc. will permit a number of dependent children each year to enroll in baccalaureate degree programs at participating institutions throughout the country. Eligible personnel may apply to receive Tuition Exchange scholarships for legally dependent children under the age of twenty-four (24). Eligible personnel includes faculty, staff, research personnel, retirees, and eligible affiliated groups.

All students must meet the academic standards and criteria of the admitting institution. Scholarships are available for a maximum of four years (eight semesters) of full-time academic study in undergraduate degree programs. Enrollment must be re-certified annually. Students must be admitted as full-time baccalaureate degree candidates at Tuition Exchange member institutions in order to be eligible for this program. Only one dependent per family may participate in the Tuition Exchange program in any given academic year.

## Eligibility

Employee Eligibility for the tuition exchange program is dependent upon the employee classifications defined below. Eligible employees can apply to the tuition exchange program following four (4) years of continuous employment in a benefits-eligible full-time or more of full-time *equivalent*\* service prior to the close of the TE Preliminary Enrollment Period.

*\* 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.)*

### Faculty Full-Time

A full-time faculty member is a benefits-eligible employee who is appointed for at least one academic year in one of the regular, specialized (e.g., research and special service faculty) or visiting ranks listed in the Faculty Code, devotes 100 percent effort to the duties of the position and receives a salary through the university. Note: The full-time faculty member classification also includes partial retirees as provided in the Faculty Code.

### Part-Time Faculty

A part-time faculty member is a benefits-eligible employee who is generally appointed for one academic year and who devotes less than 100 percent effort to the duties of the position (with the exception of a partial retiree, as described above).

### Staff Full-Time Staff

A full-time staff member is a benefits-eligible employee who is regularly scheduled to work at least 40 hours per week. *(Benefits-eligible employees at the GW Biostatistics Center who work 35 or more hours per week are considered full-time staff for the purpose of the tuition remission benefit.)*

### Part-Time Staff

A part-time staff member is a benefits-eligible employee who is regularly scheduled to work at least 14 but less than 40 hours per week.

### Postdoc Associates

Postdoctoral Associate is the title given to a postdoc who receives financial support in the form of a salary paid by GW payroll that is typically funded by grants, contracts or departmental funds secured by a faculty mentor.

### Retirement/Retirees

Benefits eligibility for full-time or part-time retirees who are entitled to receive dependent benefits will be calculated based on the years of adjusted service before retirement. The benefit is available to retirees who meet one of the following requirements on the date of their retirement from the university:

- Age 65;
- Age 60 with a minimum of ten (10) years of continuous full-time or equivalent benefits-eligible service; or,
- Age 55 with a minimum of twenty (20) years of continuous full-time or equivalent benefits-eligible service;

More information about retirement benefits, including eligibility, is available on the Benefits website

### Surviving Spouses and Dependent Children

Surviving dependent children of deceased employees and retirees are eligible for tuition exchange benefits if the employee was otherwise eligible for tuition exchange benefits at the time of death. Coverage for the tuition exchange program will be extended through completion of the baccalaureate program or the full eight semesters, whichever occurs first. The sponsored dependent must maintain continuous enrollment at a Tuition Exchange member institution and fulfill all other requirements of the GW Tuition Exchange program to retain eligibility. Surviving children must meet the definition of eligible dependents as described in this document. For more information, please contact Benefits.

### EMPLOYEES WHO ARE NOT ELIGIBLE FOR TUITION EXCHANGE

- Individuals classified as independent contractors
- Student workers
- Federal work-study
- Temporary employees
- Faculty appointed on a temporary basis (one semester or less) or compensated on a per course basis

EMPLOYMENT CLASSIFICATIONS: If you are unsure of your employment classification, contact your Human Resources Business Partner.

## Dependent Children

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

Child - Must meet all of the following requirements:

1. **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. Documentation supporting child's relationship with the employee is required.
2. **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. Tax dependent status is defined by the Internal Revenue Service (IRS). To determine whether a child qualifies as a tax dependent, please refer to the IRS Publication 501 at [irs.gov](http://irs.gov).
3. **Student Status:** Child must adhere to the Tuition Exchange member school's academic standards, conditions, and other rules. The parent and student must work with the affiliated institution to obtain the full list of rules and requirements as well as the re-certification process, which varies with each Tuition Exchange member school. A child enrolled in an undergraduate degree program at a Tuition Exchange member school may receive the tuition remission benefit for summer courses taken at GW as a non-degree student. Note: A course, credit, or unit covered by the tuition remission benefit or the Tuition Exchange program will constitute one full semester of coverage.

## Coverage

Each Tuition Exchange scholarship is awarded for a maximum of four academic years (8 semesters) of full-time undergraduate study at participating Tuition Exchange member schools.

Eligible students will receive fewer semesters as required to complete the baccalaureate degree if they enter the Tuition Exchange program as transfers. The Tuition Exchange program does not cover graduate study, inter-session courses, summer school, and study-abroad semesters under the Tuition Exchange program.

Eligible students must contact the GW Tuition Exchange Liaison Officer for the value of the scholarship at the school. The Tuition Exchange organization provides flexibility to all its member schools for the value of the scholarship but also it includes an annual set rate on its [website](#).

## How to Apply

The employee must submit a Tuition Exchange Preliminary Application for each academic year that the dependent is planning to attend school.

Employees may submit applications for more than one eligible dependent child; however, Tuition Exchange scholarships are limited to one eligible dependent per academic year.

Preliminary applications are accepted from mid-spring to mid-fall semester. Application acceptance dates are updated and posted each year at [hr.gwu.edu/tuition-exchange](http://hr.gwu.edu/tuition-exchange).

### Instructions:

STEP 1: Visit [hr.benefits.gwu.edu/tuition-exchange](http://hr.benefits.gwu.edu/tuition-exchange) and select "Tuition Exchange Application."

STEP 2: Complete fillable pdf file

STEP 3: Return the completed application to GW Benefits by the applicable deadline

*Note: All submissions after the applicable deadline noted in the form will not be accepted.*

### Contact Information:

GW Benefits

Human Resources Management and Development

45155 Research Place, Suite 160

Ashburn, VA 20147

Email/Scan: [tuition@gwu.edu](mailto:tuition@gwu.edu)

Fax: (571) 553.8385



## Process and Steps

- A preliminary Application is submitted to GW Benefits
- Selected Candidates receive a letter (decision) from the GW Benefits
- GW Tuition Exchange 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 Officer, 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

## Selection Criteria

1. A number of dependent children will be selected from the applicant group each academic year as candidates eligible to pursue Tuition Exchange scholarships. Candidate decisions will be made following a review of the applications submitted by the TE open enrollment deadline. All eligible applicants will be notified of their candidate status prior to the end of the fall semester.
2. Each application will be ranked based on the employee's adjusted service date and forwarded to the Tuition Exchange Liaison Officer in the Office of Student Financial Assistance.
3. Applicants who are not selected as candidates will be ranked on a waitlist using the adjusted service date. The Tuition Exchange Liaison Officer will notify applicants on the waitlist if a candidate opening becomes available. A candidate who is admitted to a participating Tuition Exchange institution but is unable to participate because there are no available scholarship spaces may retain top candidate status for two academic years from the date of admission. Candidates whose children were admitted to a participating Tuition Exchange institution but not selected as Tuition Exchange scholarship recipients are *required* to submit the Tuition Exchange preliminary application for the next academic year to maintain active candidate status.
4. Completion of the application for participation in the Tuition Exchange program does not guarantee selection as a candidate nor admission to selected colleges and universities participating in the program.
5. Selection as a candidate eligible to pursue a Tuition Exchange scholarship also does not guarantee final selection as a Tuition Exchange scholarship recipient. The Tuition Exchange member institution determines the final selection. Therefore, it is dependent upon the admission decision and availability of Tuition Exchange scholarships at member institutions. Dependent children of GW employees must meet admission requirements of participating Tuition Exchange institutions and are subject to all academic rules, regulations, and fees which may apply. The Tuition Exchange institution must also accept them as an "import" student eligible for a Tuition Exchange scholarship.
6. Selected employees are allowed to have one eligible dependent in the Tuition Exchange program per academic year; simultaneous Tuition Exchange scholarships for additional

dependents are not permissible. Employees may be asked to provide supporting documentation of dependent status.

7. Except as specified above, candidate status is not transferable from one academic year to another. All other decisions will be based on the adjusted service dates of applicants in each academic year.
8. Before accepting a Tuition Exchange scholarship, employees and their dependent students should clarify all financial responsibilities of the admitting institution. Students are responsible for any costs that exceed the awarded benefit level. In addition, some tuition benefits may be subject to federal, state, and or local taxation.
9. Failure to comply with any of the application procedures and requirements may result in forfeiture of eligibility for the applicable academic year.

## Export Students

Once the employees are selected candidates by Human Resources at GW, the names of the selected employees and their dependent children are forwarded to the GW Tuition Exchange Liaison Officer (TELO) of the Financial Aid Office.

The selected employees will receive an email notification of acceptance and application steps by TELO for the Tuition Exchange program towards the next academic year.

The student applying to the Tuition Exchange program must log in to the website at <https://telo.tuitionexchange.org/apply.cfm> and apply for each Tuition Exchange school they are interested in for the next academic year. A student may apply up to ten (10) colleges for the Tuition Exchange program from GW.

These schools that the student asked to apply to for the next academic year are immediately notified as soon as the application is completed and certified by the GW TELO that they are *Eligible to Apply*. GW TELO takes the list sent by GW Human Resources and approves the schools of those employees deemed eligible for the Tuition Exchange program for that eligible year. Any student who is not on the approved list is automatically denied on the national Tuition Exchange system.

GW TELO marks the online applications as *ELIGIBLE* and forwards them to the Tuition Exchange organization for their consideration towards the next academic year.

Each Tuition Exchange school has a deadline for applications to be submitted as well as deadlines on when their program closes, and they make selections for the coming academic year.

Note: Import students are the dependent children who applied to GW through their parents (employees) from another Tuition Exchange Member School. The Tuition Exchange Liaison Officer of the TE member school is responsible assist import students applying to GW and other TE member schools.

## Export Schools

The selection by the Tuition Exchange member school for Tuition Exchange students begins shortly after they post their deadlines for applications date. Therefore, a family can check the Export school's close application date with each school they have an application with for the following year.

The list of Tuition Exchange member colleges is located at <https://telo.tuitionexchange.org/schools.cfm>.

Students need to make sure that they also apply for admission at each Tuition Exchange member school.

Each school has an assigned Tuition Exchange Liaison Officer (TELO) that looks at applications and monitors the applications for that member school.

Students that do not apply for admissions by the Tuition Exchange member school's deadline are automatically denied.

As the deadline passes for each member school, the Tuition Exchange process is closed, and schools begin their review processes.

Academic Merit is the one area that all Tuition Exchange schools use as they review their candidates for the TE award. The years of service also is considered, but Merit is the primary focus of the selection for these competitive awards.

Each application is reviewed and ranked by the member schools' review process.

Selections are made as follows:

- A) candidates are selected to be offered the TE for the next academic year
- B) candidates are selected to be waitlisted for the next academic year
- C) candidates are also selected that are immediately denied for the next academic year.

A student who applied and the GW employee that GW Human Resources approved are notified via the TE website of the school's decision.

Export schools also send official letters or emails with their selection choices for their Tuition Exchange applicants with further instructions on how to accept, deadlines to accept offered awards, and how the

waitlist works if chosen for that program.

Students that applied for the TE scholarship have a definite deadline to accept their awards with each member school. The letter will also address the amount of the TE offer and the criteria to maintain the award like certain grade point averages, schools' code of conduct statements, criteria about full-time enrollment, etc.

Note: Tuition Exchange decisions are final and cannot be appealed. The Tuition Exchange organization will not respond to requests to look at member schools' decisions as their decisions are final.

## Re-certification of Eligibility

Dependent eligibility is reviewed at the beginning of each semester for which the dependent applies for the benefit. In order to receive the benefit for a semester, the dependent must be eligible for the full semester. For example, if a dependent reaches age 24 mid-semester and has not provided the required verification timely, the benefit will be removed from the student's account for that semester. (See Important Notes section below).

The GW Tuition Exchange Liaison Office and GW Benefits will confirm certification for returning students no later than January 31<sup>st</sup> 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 Tuition Exchange scholarship will be rescinded

In addition to the sponsoring employee being re-certified, renewing Tuition Exchange students must maintain the admitting institution's required academic and behavioral standards to qualify for re-certification.

## Employment Status and Termination

All personnel must maintain eligibility for tuition benefits at the George Washington University for the full duration of the scholarship period in order to receive full benefits under the Tuition Exchange program.

In the event that an eligible employee loses benefits eligibility by moving to a non-benefits position while receiving benefits under the Tuition Exchange program, the employee will be responsible for the balance of tuition through the terminating semester as determined by the admitting institution.

When leaving the university, it is important to understand the impact on the tuition exchange benefit. Tuition exchange benefits end based on the date that the employee separates from service at the university.

*Note: Rehired Employees within one year (365 days) of the date of their separation from service at the university or loss of eligibility from a benefits-eligible position will retain accrued service credit*



## Leave of Absence

Family Medical Leave | Military Leave | Long-Term Disability | Short-Term Disability | Sabbatical | Professional Assignment | Workers Compensation

Employees on approved leave will continue to be eligible for tuition exchange benefits for the duration of the approved leave.

## Contact Information

### Who to Call

### Contact Information

For information regarding the tuition exchange program for its application, selection, eligibility and coverage.

GW Benefits Office

(571) 553-8382

[benefits.gwu.edu](http://benefits.gwu.edu)

[tuition@gwu.edu](mailto:tuition@gwu.edu)

For information on applying for schools, decisions by member schools, and value of scholarships— as well as information regarding changes during studies at the member school

Office of Student Financial Assistance

(202) 994-6620

[financialaid.gwu.edu](http://financialaid.gwu.edu)

[finaid@gwu.edu](mailto:finaid@gwu.edu)

For information on the tuition exchange participant schools per state, scholarships, online application upon selection by GW and all related matters about the tuition exchange organization

Tuition Exchange Inc.

(301)941-1827

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

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