**Tuition Exchange Imports FAQ**

1. **What is Tuition Exchange?**

Tuition Exchange is a member-based scholarship opportunity; it is NOT an employee benefit. Each member institution has EXPORT guidelines and IMPORT guidelines.

1. **Who is eligible for Tuition Exchange scholarships?**

Your family member is eligible to apply for TE scholarships provided the employee meets the eligibility guidelines set-forth by the college. Ask your [EXPORT TE](https://telo.tuitionexchange.org/schools.cfm) Liaison Officer for the details, as the Export school determines eligibility. Eligibility is typically based on length of employment.

Some member schools allow the employee, the employee’s spouse/partner, or dependent children. This is another question you need to ask this question of the EXPORT school. Generally, once a dependent student completes her first undergraduate degree, the student is no long eligible for TE scholarship consideration.

1. **We are interested in receiving a TE scholarship. What is the first step?**

TE scholarship applications are initiated by your employer/institution. Not sure who to contact, [click here](https://telo.tuitionexchange.org/schools.cfm) to find your employer. You start the process with the TE Liaison Officer. If you qualify, your EXPORT TE Liaison Officer helps you navigate the TE application process. Many schools use the [TE EZ application](https://telo.tuitionexchange.org/apply.cfm) – check with your EXPORT TE Liaison Officer to see if your school uses the online application process. The TE scholarship can be highly competitive at some institutions. It is recommended that you [conduct a school search](https://telo.tuitionexchange.org/search.cfm) for understanding the school’s TE profile better.

1. **Tuition Exchange terminology**

EXPORT – the home/employer school

IMPORT – where the student is seeking a TE scholarship

Export Approved – your employer has shared the TE scholarship application with the schools selected on the application

Export Denied – your employer did not approve the TE scholarship application

Export Waitlist – your employer is not able to approve your application at the current time. This can be because the employee does not meet the eligibility requirements, or there are applications ahead of yours which is causing a situation of waiting.

Imports Approved – your dependent’s TE scholarship application is approved, and if the student enrolls, she will be funded.

Import Denied – the student was not offered a TE scholarship at this school

Import Waitlist – the student may be offered a TE scholarship

1. **Is there a deadline to apply for tuition exchange?**

YES. Both the EXPORT and IMPORT schools generally have application deadlines. A student must be admitted to the college in order to be considered for TE scholarships. It is up to the family to be aware of and meet the deadlines. The family is also responsible for making sure the EXPORT TE Liaison Officer is mindful of individual school TE application dates. Some deadlines are as early as September 1.

1. **When will I be notified of the TE decision?**

Admission decisions are made before tuition exchange decisions are announced. All freshmen are typically notified at the time or after they are accepted for admission. TE decisions generally are announced prior to May 1 for freshmen. Transfer applicants will be notified after the most recent completed transcript is available. It is up to the student to request the final transcript be provided to the school. TE decisions for transfer students are announced on a rolling basis.

1. **Do I have to apply for financial aid to be considered for a TE scholarship?**

Each IMPORT school has its own guidelines regarding applying for federal and state grants. [Click here](https://telo.tuitionexchange.org/search.cfm) for specific information on your school choices.

1. **How many semesters does the TE scholarship cover?**

TE awards are based on class levels with an eight-semester maximum for entering freshmen. Sophomores would be awarded six semesters and juniors would be awarded four semesters to complete degrees. In the case of students graduating early, no additional TE funding is available. For graduate students, generally, four semesters of eligibility are the maximum.

1. **Are transfer students eligible?**

You need to ask this question of the schools where the student is considering transferring. Some IMPORT schools have specific policies such as “first-year, first-time students only.” These policies may be noted on the [TE website](https://telo.tuitionexchange.org/search.cfm).

1. **Can I attend summer school and use my TE award?** Generally, no. The TE scholarship program is designed to assist students when attending the traditional semesters/terms.

1. **Is there any other paperwork required of me?**

It is always good to ask this question of your EXPORT school. There should not be any additional paperwork required at the Import school.

1. **Can I use my TE scholarship for study abroad?**

The answer to this question is typically no. However, you can certainly contact the Financial Aid Office at your IMPORT school for clarification.

1. **Are graduate studies offered through Tuition Exchange?**

This depends on the individual TE member school. As a reminder, once the dependent completes her undergraduate degree, she is typically no longer considered a family dependent for purposes of financial aid.

1. **Is there a minimum of semester credit hours required to maintain the scholarship?**

Most schools expect the student to be enrolled FULL TIME. Audited classes do not count in the full-time computation.

1. **Is there a required grade point average (GPA) to maintain the TE scholarship?**

YES, however, each IMPORT scholarship has its own guidelines. It is essential to ask this question of your Admissions Counselor or check the college catalogue where the student is enrolled.

1. **Do I need to reapply every year for the scholarship?**

Generally, no. There is an annual recertification process to verify eligibility that as completed by the EXPORT TE Liaison Officer. The award is typically renewable through graduation or a maximum number of semesters as discussed above, provided the EXPORT school recertifies the student, and the required minimum cumulative GPA is met. Parents should stay in contact with their own TE Liaison Officer regarding the annual recertification process.

1. **What happens if the eligible employee is no longer employed?**

The TE scholarship may be cancelled in the current semester depending on the date of the employee’s departure or termination. Future funding is cancelled.

1. **Who can I talk to about applying to my IMPORT schools?**

The college admission office should be the point of contact. Tuition Exchange is a separate process handled once the admission process is complete.

1. **I was offered another full scholarship at the same school; can I keep both?**

All financial questions should be directed to the Financial Aid office at the college you enroll and attend.

1. **Why doesn’t my TE award appear on my registration statement?**

TE scholarships do not credit unless the student is enrolled fulltime, at least 12 credit hours or its equivalent. Once your registration is complete, your TE award should credit to your student account. It is still the responsibility of the student and family to follow-up to avoid late charges.

1. **What is the percentage of newly admitted TE candidates offered a TE scholarship at for the current academic year?**

This information is available online by [clicking here](https://telo.tuitionexchange.org/search.cfm?) and selecting the prompts you are most interested in learning further.

1. **Do TE member schools require my family to complete the Free Application for Federal Student Aid (FAFSA) form?**

Completing the FAFSA is an individual member school decision. You should ask this question of your Admission Counselor. However, as the name implies, the application is free and may open additional grant, scholarship, work, and student loan opportunities.