

Student TE Account and TE EZ-Application Online Process

Creating your Tuition Exchange **student** account and application highlights



What you need to know!

- ▶ The TE EZ-Application - is all about the **student**.
- ▶ The **student** should have an email account besides their high school email address.
 - ▶ Consider creating a Gmail, Yahoo!!, Hotmail or other commercial email account option.
 - ▶ Be sure the **student** email address is professional, considering something like [firstname.lastname2024@name of email provider.com](mailto:firstname.lastname2024@name.of.email.provider.com).
 - ▶ Never use the **parent's** email address to create the account.
 - ▶ If the **student** is also the eligible employee, still use a different **student** account email address.
- ▶ The **student** is creating a Tuition Exchange account, which stays with the **student** throughout their educational journey as a TE scholar.
 - ▶ Should the **student** wish to transfer, take a leave of absence, or stop out, the application follows, and no new application should ever be created.



Creating the students TE EZ-Application online account



Email Address
STUDENTS email

Password
.....

SIGN IN

Create Account ← Forgot password?

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- ▶ The application is available at:
 - ▶ www.tuitionexchange.org select TE EZ-Application
- ▶ Enter the **STUDENT** email address.
 - ▶ See slide two (2) for suggested email address options.
- ▶ Create a 12-character password that includes alpha, numeric, and special characters.
- ▶ Click Create Account.



The nine steps for adding the student's biographical details

1. Enter the **student's** legal first name.
2. Middle Initial is optional.
3. Enter the **student's** legal last name.
4. Enter the same **student** email address used to create the TE EZ-Account and application.
5. Re-enter the same 12-character password that includes alpha, numeric, and special characters used to create the TE EZ-Application account.
6. Confirm the password entered in step 5.
7. Once the **student** graduates from high school or turns 18, whichever is first, the **student** is the owner of all academic records. By checking the box, the **student** agrees that the eligible **employee** listed on the TE EZ-Applicant can ask questions and receive information regarding the **student's** Tuition Exchange account.
8. For additional information about FERPA, go to <https://studentprivacy.ed.gov/resources/eligible-student-guide-family-educational-rights-and-privacy-act-ferpa>
9. The last but most important step is to click **CREATE ACCOUNT**.



Create your Tuition Exchange applicant account

First Name Middle Initial

Last Name

Email Address

Password

Confirm Password

By checking the box, you agree to allow the Export (employer) and Import (attending) school to share your Tuition Exchange application information with the parent listed on your Tuition Exchange application.

For additional information about the Family Education Rights and Privacy Act (FERPA), contact the Registrar at the school you are attending or [click here](#).

CREATE ACCOUNT

Already registered? [Sign in to your account.](#)



TE EZ-Application

- ▶ Be sure to review the information.



EZ Application

▼ Instructions

STOP! If you are a returning student receiving a Tuition Exchange scholarship, refrain from completing a new application. The TE Application is for a first-time TE scholar or student who is only planning to transfer to a new TE school.



Application Year
2025-2026

- ▶ The academic year is when the **student** is seeking their initial Tuition Exchange scholarship.
 - ▶ For the 2025 high school graduating senior, the Application Year is 2025-2026.
- ▶ Any **student** currently receiving a Tuition Exchange scholarship should NOT complete a new TE EZ-Application
 - ▶ If you are considering transferring to another TE member school, return to your Account and select the TRANSFER button.



Student information

Student Information

The following questions are related to the student applying for TE scholarship consideration. The information supplied must be about the student, not the eligible employee. All information marked with an asterisk * is required.

Address 1* 123 Main Street		Address 2 Apt 2	
City* My City	State* MD	ZIP* 20814	ZIP+4
Phone* (123) 456-7890	Birthdate Month* 06		Day* 20
			Year* 2007

1. Use the **student** address used on all admission applications.
2. Enter only numbers for the **student's** phone number.
3. Enter the **student's** birthdate and correct birth year.
Student birth year is the most common app error.



Eligible Employee Information

- ▶ The information in this section is all about the **eligible employee**.
- ▶ Click on the carrot (triangle) to the far right inside the Employer box and click on the name of the eligible employee's employer.
 - ▶ If the employer's name is greyed out, review the member school information for the school Export deadline and the **student's** selected Application Year.
 - ▶ Contact the school's TELO to find out why the school is not available for selection.

Employee Information

Must be eligible school employee information



Eligible Employee Information, continued

- ▶ First and Last name must be that of the eligible employee.
- ▶ The email must be the eligible employee's employer .edu* email address.
 - ▶ i.e. john.doe@Doecollege.edu
 - ▶ * if the eligible employee does not have a .edu email address, check directly with the eligible employee's Tuition Exchange Liaison Officer (TELO) for options.



Eligible Employee Information, continued

- ▶ The eligible **employee's** exact title or position must be provided.
- ▶ In whole numbers, provide the years the eligible **employee** has been employed at the school.
 - ▶ For any questions about years of employment, the eligible **employee** connects with Human Resources or their TELO.
- ▶ **Employee ID** – this is a series of numbers assigned to the eligible **employee** by the employer.
 - ▶ **DO NOT PROVIDE** the eligible **employee's** social security number!



Eligible Employee Information, continued

- ▶ Each school may ask up to three additional school-specific questions.
- ▶ Each school-specific question requires a response to apply successfully.
 - ▶ Questions regarding the school-specific questions must be directed to the school that is asking the questions.



Application Information

- ▶ The information in this section is all about the **student**.
 - ▶ **Student** Classification
 - ▶ The first five (5) options are for the undergraduate **student**.
 - ▶ If the Free Application for Federal Student Aid (FAFSA) is completed, use the same **student** classification.
 - ▶ The final option is for the eligible **employee**, spouse, or registered domestic partner if the eligible **employee's** employer offers graduate school as a TE scholarship option.
 - ▶ Check with the eligible **employee's** TELO for additional information and program clarification.
 - ▶ Generally, once the **student** graduates, they are no longer considered an eligible dependent of an eligible **employee**.

Application Information

Student Classification



Application information, continued

- ▶ *Applying To* is where the **student** selects up to ten (10) schools to which the **student** will apply or has applied for admission.
- ▶ The maximum number of schools is ten (10).
 - ▶ To select the schools, click on the carrot to the far right on the *Applying To* line.
- ▶ The **student** can modify the list until one school enrolls the **student**. (See slide 13).

Application Information

Student Classification

Applying To



Student application status matters

- ▶ The **student's** Application Status is important. If open, the **student** can modify the application.
- ▶ The **student** can click on OPEN to review the individual statuses of each **student's** applications.
- ▶ **Students** always contact their admission counselor at the import school for information.

Tuition Exchange Hi, Jennifer Hanson
Sign Out

Application Status

Application Aid Year: 2024-2025 Application Submission Date: April 1, 2024 Application Status: OPEN

Employer (Export) School	Export Status	Export Status Changed
Doane University - Crete, Nebraska	Awaiting Export Decision	04/01/2024

Application (Import) School	Import Status	Import Status Changed ↓
Kansas Wesleyan University - Salina, KS	Awaiting Export Decision	04/01/2024

UPDATE APPLICATION



Student application status matters, continued

- ▶ The **student's** Application Status is important. If closed, the **student** cannot modify the application.
- ▶ The **student** can click on CLOSED to review the individual statuses of each **student's** applications.
- ▶ The **student** contacts the Import school for additional information.

Application Status		
^ Application Aid Year: 2024-2025	Application Submission Date: April 1, 2024	Application Status: CLOSED
Employer (Export) School	Export Status	Export Status Changed
Doane University - Crete, Nebraska	Export Approved	04/01/2024
Application (Import) School	Import Status	Import Status Changed ↓
Kansas Wesleyan University - Salina, KS	Withdrawn	04/01/2024

CREATE NEW APPLICATION



Finalizing the student TE EZ-Application

Each time the **student** reviews or changes their TE EZ-Application, the **student** must check the box and click **SUBMIT**.

I have read the full instructions for completing the Tuition Exchange application. It is understood that I will not be considered for a TE scholarship offer until my admission application is complete.



SUBMIT



Final Reminders

- ▶ The TE EZ-Application is all about the **student!**
- ▶ For employer-eligible questions, the eligible **employee** contacts their Human Resource Office or Tuition Exchange Liaison Officer.
 - ▶ If the eligible **employee** leaves, the TE scholarship is canceled.
- ▶ For Import eligibility questions, first-time **students** contact their Admission Counselor, and continuing **students** should contact Financial Aid.
- ▶ Tuition Exchange is not an **employee** benefit!
- ▶ Tuition Exchange is a scholarship opportunity.
- ▶ Not all **students** will qualify for a Tuition Exchange scholarship.



Important Questions to ASK!

- ▶ The **student** is responsible for reading, understanding, and asking questions about the TE scholarship offered by the Import school.
 - ▶ What is the scholarship amount?
 - ▶ Can I receive an additional institutional scholarship, too?
 - ▶ What about federal Pell Grant or State Tuition Grants?
 - ▶ What are the scholarship renewal requirements?
 - ▶ Are there on-campus housing requirements?
 - ▶ How many semesters are covered?
 - ▶ Can I be a part-time **student** and receive Tuition Exchange?
 - ▶ If available, what are the consequences of using Tuition Exchange as a less-than-full-time **student**?
 - ▶ Does the TE scholarship cover summer school and study abroad?
 - ▶ If available, what are the consequences of using Tuition Exchange for summer school or study abroad?



