

Tuition Exchange Online Application Process for Eligible Families

Tuition Exchange (TE) is pleased to provide eligible families with an online application process called the TE-EZ application (<https://telo.tuitionexchange.org/apply.cfm>). Tuition Exchange strongly recommends that you confirm export eligibility with your employing member school in advance of completing the TE-EZ app.

The Tuition Exchange online application process has three steps:

1. The family completes the online application (TE-EZ app) which then goes to your employer's Tuition Exchange Liaison Officer (TELO) for certification of export eligibility (i.e. the employee is eligible for the Tuition Exchange opportunity at this time).
2. Once the export eligibility is reviewed and confirmed by your employer's TELO, the Tuition Exchange application(s) is certified and sent to the importing school(s) selected by your student on his/her TE-EZ application.

Emails are sent to the student applicant and parent once the applications are certified and forwarded so please be sure to provide valid email addresses.

The student should be completing his/her admissions application(s) simultaneously so that all records match-up and the student can receive the best consideration.

If the TE-EZ application is determined ineligible for certification (i.e. the employee is NOT eligible for the Tuition Exchange opportunity at this time), the applicant and parent will receive an email of certification denial and the Tuition Exchange applications will NOT be forwarded to the schools selected by the student. For questions about why your Tuition Exchange request was denied certification, please contact your employer's Tuition Exchange Liaison Officer (TELO) directly. Tuition Exchange central office will not know these details.

3. At this point, the importing schools take over the TE application review process and will notify the exporting TELO and families once a decision has been made about the Tuition Exchange scholarship. This usually happens in the spring.

Other Important Tips

- Many schools have TE application deadlines. It is important to check with both the Export school and Import schools to be sure you don't miss an important date.
- Schools often require families to submit the Free Application for Federal Student Aid (FAFSA). The FAFSA is a free application and is available for annual submission beginning October 1.
- The Tuition Exchange website (www.tuitionexchange.org) front page and Families bucket provide a wealth of information. You are encouraged to review the articles, watch the family webinar and utilize the search function to help you better understand the TE process and familiarize yourself with our schools and their institutional dates and expectations.