TCU Tuition Exchange Program Procedures

Application Summary

There are several steps required of both students and parents in order to apply to the tuition exchange program. These steps are initially summarized here and will be explained in more detail below. Please note that Tuition exchange applicants must apply to, but not necessarily be admitted to, TCU in order to apply for the tuition exchange program.

You will frequently hear institutions referred to as either the “import” school” or the “export school.” For your purposes, TCU is the export school and the other universities your child is applying to are the import schools.

Please note that TCU determines your eligibility to apply to the TE program. The import school determines if your child receives the TE scholarship and actually funds the award.

Parents:
- Establish eligibility to participate by submitting TCU’s application for employee tuition benefits to human resources.
- Submit an application to the Tuition Exchange Program in order to alert schools of your dependents potential enrollment.

Students:
- Apply for admission to TCU.
- Research and select TE member schools you wish to apply to.
- Apply for admission to each of the universities to which you intend to submit a tuition exchange application.

Application Process Detail

Employee/Parent Application Steps

- TCU Employee Tuition Benefit Application Process
  - TCU employees must first establish eligibility for tuition benefits in general by submitting an application to the human resources office. [https://my.is.tcu.edu](https://my.is.tcu.edu)
  - Please have the following information ready when submitting the application:
    - Semester you are applying for. Note that you must submit this application for each individual semester.
    - Dependent student’s name.
    - Dependent student’s TCU ID#. The TCU student ID is assigned once the student submits a TCU admission application.
    - List of universities you wish to apply to.
• Employee must resubmit this application to HR prior to the beginning of each semester in order to establish continued eligibility.

• Tuition Exchange Program Application Process

The application submitted to the TE organizations contains information for both TCU and the universities you are considering. [https://telo.tuitionexchange.org/apply.cfm](https://telo.tuitionexchange.org/apply.cfm)

• This information is initially sent from TE to the TCU Human Resources office for approval. Once TCU notifies TE of your eligibility to participate, your student’s information will then be released to the schools you’ve listed.
• As universities begin to make recipient decisions, they will update the student’s application at TE, who will in return notify both you and TCU of their decisions.
• Once your student selects a school, that university will notify TE of his or her enrollment and TE will update the other schools to withdraw their applications.

Student Application Steps

• Apply to TCU
  • This is the most important step for beginning the process. Submit this application as soon as possible in order to receive your TCU Student ID#. [https://admissions.tcu.edu/apply/apply-now/](https://admissions.tcu.edu/apply/apply-now/)
  • You are not required to be admitted to TCU in order to apply for TE scholarships, but you must submit an application.
• Research and determine which TE schools you are interested in. You can review a list of all participating schools here: [https://telo.tuitionexchange.org/schools.cfm](https://telo.tuitionexchange.org/schools.cfm)
• Apply for admission prior to each schools’ deadline. You are responsible for ensuring that your admission application is received prior to each schools’ deadline date.

Application Steps Checklist

- Student applies to TCU and receives TCU ID#
- Parent submits application for employee tuition benefits to HR and includes TCU ID#
  - HR forwards approval decision to TCU TE liaison
- Students and parents research application deadlines for each import school
- Parent submits application to TE to notify import schools of student’s intention to apply
  - TCU TE liaison notifies TE of student’s approval to apply
- Determine admission application deadlines for each import school
- Students submit admission application/s to import schools
  - Import schools notify student of admission decision
Student has until May 1, 2018 to commit to import school, but please do so as soon as possible so that schools may make waitlist offers.

- Submit enrollment deposit prior to May 1.
- Determine academic progress renewal requirements from import school.
- Parent submits a new TCU tuition benefit application each semester.
- Parent must continue to work at TCU throughout all semesters of the award to maintain eligibility of the TE scholarship.

**Screen Shots for Reference**

**TCU Employee Benefit Application Accessed via the Employee Portal at my.tcu.edu.**
Tuition Exchange Online Application

www.tuitionexchange.org

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**Tuition Exchange Online Application**

**www.tuitionexchange.org**

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**EZ Online Application**

Institutional Information:

1. The employee completes the online application (EZ app). Once you click submit, the completed application goes to your employer’s Liaison Officer or Administrator for certification of export eligibility (i.e., the employee is eligible for the exchange opportunity now).

2. Once the export eligibility is reviewed and confirmed eligible by your employer, the EZ application(s) is/certified and sent to the importing school(s) selected by your student on the EZ form.

   Emails are sent to the student applicant and employee once the applications are certified and forwarded. It is essential for you and your dependent to provide valid email addresses. The host email address is notify@tuitionexchange.org. You are encouraged to check your SPAM account if you don’t receive an email acknowledgment directly in your mailbox.

   The student should complete his/her application(s) for admission by the filing deadline(s) specified by the importing school(s).

   **If the EZ application is determined ineligible for certification (i.e., the employee is NOT eligible for the exchange opportunity at this time), the employee receives a certification denial email and the EZ application(s) is NOT forwarded to the schools selected by the student. For questions about why your EZ application request was denied certification, contact your employer’s Liaison Officer or Administrator directly. The Tuition Exchange Central Office will not be able to respond to employee eligibility questions.**
Frequently Asked Questions

- How does an employee become eligible for the TCU Tuition Exchange Program?
  *Must have completed 3 years working at TCU in a full-time position*

- When should I apply for the Tuition Exchange benefit?
  *Typically you want to submit your TE form to HR in the Fall, one year before your dependent will be attending school. Applications are initially released around mid-October and the window to submit usually closes around March (sometimes later) depending on the school.*

- Do I have to apply for the TE benefit every semester?
  *Most TE scholarships are offered for 8 semesters, so you do not need to reapply to the importing school each year. You do, however, need to submit a TCU employee tuition benefit application to HR each semester so they can verify employment.*

- My dependent is undecided about a TE school or TCU-which HR form should I fill out first?
  *Make sure you select the Tuition Exchange (TE) option on the TCU form first so you can meet all necessary TE deadlines. If by chance your dependent decides to come to TCU instead, HR will simply delete your TE form and have you submit a new form designating TCU as the school of choice. TCU tuition forms are typically turned in in the weeks leading up to the first day of the semester but will be accepted no later than the last day of the semester.*

- When will I find out if I’ve been accepted by another TE school?
  *Typically by February or March. Keep in mind that the student’s admission to a school and the offer of a TE scholarship are two separate decisions and notifications.*

- What if I get accepted to more than one TE school?
  *You must notify the TE school you wish to enroll in by May 1. At that point, the other schools will withdraw their scholarship offers.*

- How competitive is it to win a TE scholarship?
  *This varies by school. In general, the more selective the school, the more competitive the scholarship process will be so the earlier you notify them, the better.*

- Are fees at other TE schools covered as well as tuition with the TE program?
  *Generally no, but be sure to inquire at the importing school.*

- Do any of the other TE schools cover room/board in addition to tuition?
  *Yes, a small number of schools do offer room and board. Please see each individual school for details as to the details of the award.*

- Do other TE schools cap the tuition awarded through the TE program?
Yes, many schools cap the tuition award at $37,000 per year. Please examine each individual school for details regarding the amount of the award.

- **How do the other TE schools make their determination for who gets awarded a TE scholarship any given year?**
  
  Each school makes that determination based on a number of factors, similar to admissions standards and the needs of the school.

- **Is there a minimum GPA required for my dependent to maintain the TE scholarship at another school?**
  
  Each import school sets these minimum requirements. TCU Employee must continue to work at TCU in a full time position for their dependent to remain eligible for the TE scholarship.

- **What if my dependent does not receive the TE scholarship from any of the TE schools in which we applied?**
  
  They may still enroll at TCU under the tuition benefit as long as they were accepted and you meet the eligibility requirements

- **Can I receive separate financial aid in addition to the TE scholarship?**
  
  Yes, but each school is different. You will need to file the FAFSA and possibly the CSS Profile to be considered for other aid. If tuition is covered at 100%, additional aid may not be classified as tuition aid.

- **Can I submit a TE application for less than 8 semesters? For example, will another TE school allow my dependent to enter as a junior?**
  
  Depends—please contact the TE liaison at each individual school for details.

- **Can my dependent attend summer or mini-mester classes at the TE school?**
  
  No--TE is for Fall and Spring only.

- **Why is my son or daughter’s TCU ID producing an error on the online tuition form?**
  
  Please check with HR. A birth certificate and SSN might be required to link the employee with the dependent. This usually occurs if the dependent has never been registered within HR. Also, the SSN might be entered incorrectly.