



## BUTLER UNIVERSITY

### Tuition Exchange: Eligibility & Application Process

#### *Tuition Exchange (TE) Eligibility and Awards:*

Tuition Exchange is a reciprocal scholarship opportunity for the dependents of eligible faculty and staff at 672 + member schools. This benefit is available to eligible employees at member schools and employee eligibility is defined by the employee's school. Faculty and Staff who have been employed at Butler University for a minimum of nine (9) months, in a regular full-time position, prior to the intended semester of enrollment, are eligible to apply for the TE benefit for their dependents. The TE benefit at Butler University is coordinated by the Human Resources Benefits Department and the TE Liaison in Butler's Office of Financial Aid. The HR Benefits Team will verify employee benefit eligibility and the TE Liaison has responsibility to confirm enrollment and to communicate between participating schools. The TE Liaison may contact you regarding your student's usage of TE.

Please note that although the employee may be eligible for the TE benefit from Butler University, the "host institution", or school where the student applies or attends, does not have to accept the dependent student into their TE program. Host institutions can be very competitive in their selection process for TE awards. Unfortunately, this means that dependent children of Butler Employees are not guaranteed to receive a scholarship from their school of choice.

The TE scholarship is only available to full-time students (minimum of 12 hours at most host institutions). Most host institutions offer TE scholarships for undergraduate tuition only for, a maximum of **eight (8) semesters**.

The host institution also determines the amount of the TE scholarship that the student may receive. Normally the scholarship is for the exact amount of the tuition. However, some institutions give less than full tuition and/or may charge fees for participation while others provide room awards in addition to tuition awards. The TE scholarship might also be reduced for other scholarships that the host institution offers to the student. In NO case will the student receive tuition specific scholarships for more than the amount of tuition being charged. Students should review the information sent to them by the host institution to see if there are other requirements that must be met for participation or renewal.



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#### Applying for Tuition Exchange: *ONLINE for New Applicants*

The Tuition Exchange **ONLINE** application process can be found at [www.tuitionexchange.org](http://www.tuitionexchange.org).

- Navigate to the website
- Mouse over “Families” on the menu banner
- Select “Online Application”
- Read and agree to the TE-EZ online application information

Once your online application is received the Tuition Exchange organization will contact Butler’s Benefits Department for verification of the employee’s eligibility for the benefit.

The screenshot shows the website header with the logo and tagline "Opening Doors, Creating Opportunities Enabling bright futures since 1954". The navigation menu includes "About TE", "Families", "Liaison Officers", "Prospective Membership", "Board Portal Login", "TELO Only Resources Login", and "TE Central Admin Logon". The left sidebar lists "Families", "Online Application", "Application Status", "Member Schools", "School Search", and "FACHEX Online Application". The main content area is titled "TE-EZ Online Application" and contains instructions for the application process.

**THE TUITION EXCHANGE** Opening Doors, Creating Opportunities  
Enabling bright futures since 1954

Home About TE Families Liaison Officers Prospective Membership Board Portal Login TELO Only Resources Login TE Central Admin Logon

Families  
Online Application  
Application Status  
Member Schools  
School Search  
FACHEX Online Application

**TE-EZ Online Application**

Instructions

**Tuition Exchange Online Application Process for Eligible Families**

Tuition Exchange (TE) is pleased to provide eligible families with a new online application process called the TE-EZ application. 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 (3) steps:**

**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). 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.

Please, carefully read the information provided on The Tuition Exchange website, as you complete the application process.

We recommend that **new** applicants for the TE benefit complete their application at the same time the student is applying for admission to the host institution, or no later than **December 1 of the year prior to enrollment**. Many institutions have early enrollment deadlines that must be met for scholarship consideration. Review any information received from the host institution to which the student is applying to ensure that all requirements are met.



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#### *Applying for Tuition Exchange: **ONLINE RENEWAL** for Returning Students*

Once your student is accepted into the Tuition Exchange program, the scholarship awarded by the host institution is usually renewed each year as long as the eligibility criteria are met for both the exporting institution (Butler University) and the host institution.

**However, you must apply for renewal of the scholarship each year.**

Once your renewal application is received, the Butler Benefits Department will verify your eligibility for the TE benefit and then notify The Tuition Exchange of the approval or denial. If approved, The Tuition Exchange will notify the host institution so they can review your student's TE renewal application and determine if your student is eligible for the TE scholarship based on their awarding criteria. The host institution will notify the student of acceptance or denial of the application once a decision has been made.

We encourage you to apply for renewal early (no later than **December 15th**) as each host institution has its own deadlines and rules.

- The student applying for renewal of the TE scholarship must maintain Satisfactory Academic Progress as determined by the host institution.
- Students must meet the host institution's Satisfactory Academic Progress standards.
- The family member whose Butler University employment conveyed eligibility for the scholarship must continue to meet eligibility criteria.
- Students are not guaranteed to receive the TE scholarship even if they are admitted and/or making Satisfactory Academic Progress and approved for the program by Butler University.
- Application for renewal must be submitted each year during the fall term for the following academic year. Renewal applications should be submitted no later than **December 15th**.
- You can find the link to the TE Renewal Application at <https://www.butler.edu/hr/benefits/financial/tuition-exchange>

Many institutions have early deadlines that must be met for scholarship consideration. Review any information received from the college to which the student is applying to ensure that all requirements are met.



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#### *Loss of eligibility:*

The student must meet Satisfactory Academic Progress and other standards set by the host institution in order to maintain renewal eligibility. In cases where the student does not meet the academic requirements of the college and loses eligibility for TE scholarship, the Butler University employee must notify the TE Liaison in Butler's Office of Financial Aid, [finaid@butler.edu](mailto:finaid@butler.edu).

Upon change of status (full-time to part-time) or termination of the employee from employment with Butler University, the student will lose eligibility for the TE scholarship. The student will be allowed to continue the current academic semester but will not be eligible to receive the scholarship for the following semester.

In order to maintain personal privacy, in cases where the student is unable to attend due to medical or personal issues, the Butler University employee must notify the Butler Benefits Team for advisement and coordination with the Butler TE Liaison.

#### *Questions:*

If you have questions regarding Tuition Exchange please review the FAQs posted on the Butler University Tuition Remission & Exchange Website (<https://www.butler.edu/hr/benefits/financial/tuition-remission-exchange>) or on The Tuition Exchange (organization) website [www.tuitionexchange.org](http://www.tuitionexchange.org).

Student questions related to Tuition Exchange and Financial Aid should be addressed to either Butler University Office of Financial Aid, [finaid@butler.edu](mailto:finaid@butler.edu) or the Financial Aid Department at the University the student is attending.

Employee eligibility questions or questions regarding the application process should be addressed to the Butler University Benefits Department ([askHR@butler.edu](mailto:askHR@butler.edu))