Tuition Exchange (TE) Program
Academic Year 2020-2021
Agenda

- Employee Eligibility
- Employee Selection Criteria
- Dependent Eligibility
- Important Notes
- TE Preliminary Application
- Q&A
Employee Eligibility

- All regular full-time and part-time benefits eligible employees
  - Faculty
  - Staff
  - Research personnel
  - Retirees

- Must have a minimum of **four years of service** in a benefits eligible position prior to the close of the TE Preliminary Enrollment Period on September 20, 2019
Employee Eligibility (Cont’d.)

- Employee must remain in a benefits eligible position during the academic year in which the TE scholarship is in effect.

- Student will receive a prorated bill if employment status changes to benefits ineligible, or upon employment termination.
Employee Selection Criteria

1. Eligibility of applicants are verified

2. Applicants are ranked by adjusted service date

3. Based on number of available TE openings, applicants will be placed in a candidate or waitlisted status

4. Letters verifying status and placement are emailed to all applicants
Dependent Eligibility

- Dependent child must be the natural, legally adopted or stepchild of the employee, or a child for whom the employee is the legal guardian.

- The dependent child must be under age 24 and legally dependent upon the employee for support, as defined by IRS regulations.
Dependent Eligibility

- Must maintain academic and behavioral standards of the admitting institution

- Must be unmarried and under age 24 during each academic year in which the TE scholarship is received
Important Notes

- Each semester of participation in the TE program applies towards the eight-semester allowance for graduate-level Tuition Remission coverage

- Graduate degree programs are excluded from the TE scholarship program

- Returning TE scholarship recipients are re-certified by GW Benefits prior to February 1 for the upcoming academic year with the Tuition Exchange Liaison Office
Important Notes (Cont’d.)

- Selected employees are allowed one dependent in the TE program per academic year

- Applications received during the 2019 TE Preliminary Enrollment Period are for academic year 2020-2021

- Employees selected as TE candidates for the academic year 2019-2020, whose children were admitted to a participating TE institution but not selected as TE scholarship recipients, are required to submit a TE application for academic year 2020-2021 in order to maintain active candidate status
TE Preliminary Application

- Available at [https://benefits.gwu.edu/tuition-exchange](https://benefits.gwu.edu/tuition-exchange)
- Faculty/Staff Service Center (FSSC)
- **Deadline:** Friday, September 20, 2019
The Tuition Exchange Process

- Preliminary Application is submitted to GW Benefits by 09/20
- Selected Candidates receive a letter (decision) from the GW Benefits by 10/18
- TE Liaison contacts Selected Candidates to complete forms for schools they wish their dependents to attend
- TE Liaison completes online forms to notify the TE member schools about the potential candidates
- All TE member schools that receive the TE applications will determine how and who they will award TE scholarship
- All TE member schools that received your TE application documentation will send the Application/Certification Form that informs you of your award and provide more details.