

Tuition Exchange Program



Tuition Exchange is a reciprocal scholarship program for children and other family members of faculty and staff employed at over 600 participating institutions representing 47 states, the District of Columbia and several other countries. Tuition Exchange, Inc., a non-profit association serves higher education by making careers at colleges and universities more attractive.

1. Students who are dependents of Chapman employees select a University from the list of member institutions that belong to the Tuition Exchange Program (www.tuitionexchange.org).
2. To apply for the Tuition Exchange scholarship program to be effective at the beginning of a specific academic year, you must submit a Tuition Exchange Application for consideration by November of the year prior. The completed and signed application must be sent to the liaison officer at Chapman University, Rudy Arciniega in the Human Resources Office. The liaison officer will provide information about the process and deadlines for the Tuition Exchange Program. All eligible applicants will be "certified" and an application will be sent to the schools of your choice. You must complete the preliminary application for Tuition Exchange and submit the form to Human Resources.
3. The liaison officers at the institutions to which you apply will notify you that your application has been accepted or rejected.
4. In order to be classified as a dependent, the student must be living at home and be totally financially dependent on his/her parents, subject to verification by the Human Resources Office.
5. Tuition Exchange applies only to undergraduate work, for a maximum attendance of four years. The program does not apply to part-time, summer, or study abroad programs.

A list of member institutions, eligibility requirements, limitations and procedural information is available through the Human Resources Office.

Eligibility for Tuition Exchange is determined by the Human Resources Office and is restricted to the dependents of active employees who have completed three years of service at Chapman University and who are scheduled to work 30 or more hours per week. Dependents include the employee's current spouse (regardless of age), and children through the end of the academic year in which they attain their twenty-fifth birthday.

For additional questions, please contact us at hroffice@chapman.edu.

Tuition Exchange- FAQs



Tuition Exchange is a reciprocal scholarship program for children and other family members of faculty and staff employed at over 600 participating institutions. **The Tuition Exchange, Inc.**, a non-profit association, serves higher education by making careers at colleges and universities more attractive.

Is a Scholarship Guaranteed to All Eligible Applicants?

No - Family members eligible for Tuition Exchange Scholarships are not guaranteed an award.

Scholarships are not fringe benefits; they are competitive awards. Even if you and your family are eligible to apply for an award, you may not receive an award because each institution is obligated to maintain a balance between students sent on the exchange (exports) and students received on the exchange (imports).

How Competitive is the Admissions Process?

Tuition Exchange Scholarships are competitive. In addition to meeting the admissions requirements of the receiving institution, some member institutions have established additional requirements such as higher entrance standards or limit awards to just a few new students each year. To avoid disappointment, file your application early, in addition to applying to your first choice schools, you may also wish to apply to one or two schools that offer scholarships to a large proportion of the applicants (See Conducting a School Search on the [Tuition Exchange web site](#)).

How Many Semesters Does the Scholarship Cover?

Most scholarships cover four years (eight semesters) of undergraduate education, but institutions have the right to limit the duration of a scholarship, for example, to two years of support (four semesters).

What Must a Student Do to Retain a Scholarship?

Students must meet the institution's standards for academic performance and personal conduct. The family member whose employment conveyed eligibility for a scholarship must continue to meet the exporting university's eligibility criteria.

What Is the Dollar Value of The Scholarship?

Most scholarships cover full tuition, but not special fees, course overloads, or room and board charges. For 2025-2026, institutions that charge more than \$43,000 for tuition are permitted to award less than their full tuition, but not less than \$43,000. Schools with tuition lower than \$43,000 must offer their full tuition. Some colleges with lower tuition increase the monetary value of the scholarship by covering other expenses, such as room and/or board in their awards. The section of the Tuition Exchange web site titled "Selecting a School" contains information indicating which schools offer more than basic tuition. Some member institutions reduce their scholarships by the amount of federal and state grants awarded to a student, whether or not these are based on financial need. Some states require that special fees be charged to out-of-state students. The letter notifying you of your award should provide specific details, but if you are confused, seek clarification by asking questions before you accept the scholarship.

What Is The Role of Tuition Exchange, Inc.?

The Tuition Exchange, Inc. is a nonprofit association based in Washington, DC which promotes and maintains the Exchange on behalf of its members. Scholarships are granted by member institutions, not by The Tuition Exchange, Inc. The officers and directors of the Tuition Exchange, Inc. disclaim responsibility for any misunderstandings among applicants, participants, and institutions concerning the value and duration of scholarships or circumstances which might result in early termination of such scholarships. The Tuition Exchange partnership continues to seek ways to make scholarships more widely available to qualified applicants and to strengthen the exchange by adding new members.

Exports from Chapman University

(Dependents of employees at Chapman University)



Who is Eligible?

Eligibility for Tuition Exchange is determined by the Human Resources Office and is restricted to dependents of active employees who have completed three years of service at Chapman University and who are scheduled to work 30 or more hours per week. Dependents include the employee's current spouse (regardless of age), and children through the end of the academic year in which they attain their twenty-fifth birthday.

How to Apply:

1. To apply for the Tuition Exchange scholarship program to be effective at the beginning of a specific academic year, you must submit a Tuition Exchange Application for consideration by November of the year prior. The completed and signed application must be sent to the liaison officer at Chapman University, Rudy Arciniega in the Human Resources Office. The liaison officer will provide information about the process and deadlines for the Tuition Exchange program. All eligible applicants will be "certified" and an application will be sent to the schools of your choice.
2. You must complete the [Preliminary Application for Tuition Exchange](#) and submit the form to Human Resources for approval.
3. The liaison officers at the institutions to which you apply will notify you that your application has been accepted or rejected.
4. If you are offered a TE scholarship, the notification of your acceptance specifies your scholarship's value as well as the institution's charges for tuition and fees, room and board, and any limits on the duration of the scholarship. Be sure you understand any other charges for which you may be responsible, as well as any requirements you must meet in order to maintain your scholarship through graduation.
5. Notify your liaison officer if you accept the scholarship and enroll, and report the status of your enrollment each year so the liaison officer can fill out a Recertification Form for continuing the scholarship. If you decide to withdraw or transfer to another institution, notify both the host and home school liaison officers promptly.

Imports to Chapman University

(Dependents of employees at other Tuition Exchange schools)



Who is Eligible?

Your home institution will determine your eligibility to participate in the Tuition Exchange Program.

How to Apply:

1. Contact the Tuition Exchange Liaison at your home institution. They will inform you of your school's application process.
2. Your TE Liaison will send an online application to Chapman University.
3. Scholarship decisions will be made in early April of each year.
4. Criteria for scholarships: applicants are chosen based on GPA and test scores. You must be admitted to an undergraduate program at Chapman University for your application to be considered.
5. You will be notified by email no later than May 1st of the result of your application.