

Tuition Exchange Program



Tuition Exchange is a reciprocal scholarship program for children and other family members of faculty and staff employed at over 700 participating institutions representing 50 states/U.S. territories and 9 countries. Tuition Exchange, Inc., a non-profit association that 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). The TE EZ-Application opens on July 1 for students wishing to enroll the following academic year. For example, the TE EZ-Application will open on July 1, 2025 for students seeking Tuition Exchange scholarships starting Fall 2026.
2. Applying is a two-step process. First, they create a student account; then they complete an online TE EZ-Application. Go to the "[How To Apply](#)" page for detailed instructions and a video tutorial. Next, [Create TE EZ-Application](#) to apply for TE scholarships at up to 20 schools. If your list of schools changes, you can log into your account to add or remove schools. If a student cannot access the EZ-Application online, a Preliminary Application for Tuition Exchange should be completed and submitted to the liaison officer at Chapman University, Yesenia Castillo in the Human Resources Office. All eligible applicants will be "certified" by the liaison for review by the export institutions. All students must formally apply for admission to each college or university by the posted admission deadlines. Typically, a school will only offer a TE Scholarship to a student that has been accepted for admission.
3. Once you submit your TE EZ-Application, the TELO at your home (Export) school will review and approve your application, presuming you meet eligibility guidelines. The schools you listed on your TE EZ-Application can then review your application for scholarship consideration. Be sure to check with the Admissions Office or TELO at the Import schools for notification details. In addition, you can log into your [TE EZ-Application account](#) at any time to track the status of your TE EZ-Application.
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 regular employment status** 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 benefits@chapman.edu.

Tuition Exchange- FAQs

Tuition Exchange is a reciprocal scholarship opportunity for eligible faculty and staff and their dependents at the 700+ schools in the network. **The Tuition Exchange, Inc.**, a non-profit association, serves higher education by making careers at colleges and universities more attractive. Tuition Exchange enables students to pursue their dreams by breaking down financial barriers and opening doors to transformative educational experiences. We empower our member institutions to attract, nurture, and retain exceptional talent, shaping a brighter future for all.

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.

How Competitive is the Admissions Process?

Tuition Exchange Scholarships are very 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). Schools offering undergraduate TE scholarships typically provide awards for the equivalent of eight semesters for entering first year students. Sophomores would be awarded a maximum of six semesters, juniors would be awarded a maximum of four semesters and a senior has a maximum of two semesters. Schools offering Graduate TE scholarships provide a maximum of four semesters of eligibility. *Chapman University does not offer Graduate Tuition Exchange Scholarships to Imports.*

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. The value of the TE scholarship is full tuition at the Import School or the annual TE Set Rate. Member schools may reduce/offset the amount of the TE scholarship by any federal or state grants, other school grants, scholarships and even outside scholarships that the student receives. See the [TE School List](#) for scholarship guidelines and financial aid policies at each school.

NOTE: Tuition Exchange is a reciprocal scholarship program that facilitates the exchange of *students* among member schools. No monetary funds are exchanged.

What is the TE Set Rate?

The 2026-2027 TE set rate is \$44,000/year. The TE Set Rate is the weighted average of tuition across the network. The amount is approved by the Tuition Exchange Board of Directors annually.

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.

The Application Process

When does the application cycle begin?

The TE EZ-Application opens on July 1 for students wishing to enroll the following academic year. For example, the TE EZ-Application will open on July 1, 2025 for students seeking Tuition Exchange scholarships starting Fall 2026 or Spring 2027.

What is the Student Classification on the TE EZ-Application?

The Student Classification refers to the grade level the student will be for the first year the student will be enrolled and (hopefully) receiving a Tuition Exchange Scholarship. It is important that the student selects their Student Classification carefully.

How does my student apply for Tuition Exchange scholarship consideration?

Applying is a two-step process. First, they create a student account; then they complete an online TE EZ-Application. Go to the "[How To Apply](#)" page for detailed instructions and a video tutorial.

Is there a limit to the number of schools I can apply to?

You can use the TE EZ-Application to apply for TE scholarships at up to 20 schools. If your list of schools changes, you can log into your account to add or remove schools.

What if I can't find my parent's school on the application?

If the parent's school of employment is not listed as an option on the application, the parent should contact that school's TELO (Tuition Exchange Liaison Officer). They will need to review the Export application deadline in the TELO system. See the [TE School List](#) for TELO contact information.

What if a school I'm interested is grayed out on the application?

If the school the student is interested in is grayed out on the application and you cannot select it, it may be that their Import application deadline has passed. Please contact that school's [TELO](#) (Tuition Exchange Liaison Officer).

What happens after I submit my application?

Once you submit your TE EZ-Application, the TELO at your home (Export) school will review and approve your application, presuming you meet eligibility guidelines. The schools you listed on your TE EZ-Application can then review your application for scholarship consideration. Be sure to check with the Admissions Office or TELO at the Import schools for notification details. In addition, you can log into your [TE EZ-Application account](#) at any time to track the status of your TE EZ-Application.

Do I also need to apply for admission?

Yes! All students must formally apply for admission to each college or university by the posted admission deadlines. Typically, a school will only offer a TE Scholarship to a student that has been accepted for admission.

Will I get an email notification when a school takes action on my TE App?

No, but you can log into your TE EZ-Application account at any time to check the status of your application.

What's the difference between an Export Student and an Import Student?

- **Export Student:** TE Scholarship applicant or recipient coming from the employee's home institution. Example: Bob Smith is an employee at Potter University. His daughter, Sarah Smith, has been awarded a scholarship to Griffin College, another TE school. Sarah is an Export of Potter University.
- **Import Student:** A student awarded a TE Scholarship by the host institution. Example: Bob Smith's daughter, Sarah Smith, applies for admission and is awarded a TE Scholarship to Griffin College. Sarah is an Import of Griffin College (and an Export of Potter University).

Post-Application

I completed my TE EZ-Application and applied for college admission. When will I find out if I've been selected for a Tuition Exchange scholarship?

Step one is to (hopefully!) get the good news from the Admissions Office that you've been admitted to the school. Next, the school will begin to review candidates for TE scholarships. You can check your TE EZ-Application account at any time for the status of your scholarship applications at each school.

If I get a TE Scholarship, is there a specific date by which I need to accept it?

Schools may request a response by a certain date, but you do not need to submit your deposit or finalize your decision prior to May 1. If you do not plan to accept your TE Scholarship, please be kind and share that news with the Import School as soon as you can so they can offer the scholarship to another student.

If my student is not offered a TE Scholarship for their first year, can they be considered for a TE scholarship in future years?

Check with the Import school TELO to see if they will consider returning students for TE Scholarships and what the likelihood is that you could be offered TE in a future year.

- **When and how will I hear if I am selected for a TE Scholarship?**
The notification process varies by school. Check with the Import school TELO. You can also periodically log into your TE EZ-Application account to check the status of your TE applications.
- **Do I need to re-apply each year if I was awarded a TE Scholarship?**
If the eligible parent remains employed at the same school AND you remain continuously enrolled, you do **not** need to reapply on an annual basis. Bear in mind that some schools may require you to complete an internal form as well as the FAFSA on an annual basis. As always, check with your Export and Import TELOs!
- **What happens to my student's TE Scholarship if I leave the university?**
Check with Human Resources at your employer school (aka the Export School). If your departure

falls during an academic term, most schools will honor the scholarship through the end of that term.

- If you are going to work at another TE school, check with Human Resources or the Export TELO at your new school to see if your student will qualify for TE certification as soon as you begin. Keep the TELOs at all of the involved schools (old employer, new employer and where the student is enrolled) in the loop during the transition period so your student's TE Scholarship is not canceled.
- **Are Tuition Exchange Scholars eligible to transfer?**
Possibly. Check with your employer (the Export School) to confirm your eligibility. If yes, the student can log into their TE EZ-Application account (the same one they created originally) and select the CREATE TRANSFER APP button. They will complete a new application and list the schools they are interested in as a transfer candidate. Remember, TE scholarship awards are competitive. There is no guarantee they will be selected for a scholarship at their new school.
- **Is there a grade point average (GPA) requirement to continue in the program?**
There may be. Each school sets its own renewal guidelines for students. If there **is** a GPA requirement, it should be noted in your TE Scholarship offer letter. You can check with your admissions counselor or the Import TELO as well.

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:

- Contact the Tuition Exchange Liaison at your home institution. They will inform you of your school's application process.
- Your TE Liaison will send an online application to Chapman University.
- Scholarship decisions will be made in early April of each year.
- 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.
- You will be notified by email no later than May 1st of the result of your application.