

Dear Colleagues,

HWS is pleased to participate as a member institution in the Tuition Exchange program (“TE”), which enables dependents of eligible HWS employees to apply for up to full tuition remission at hundreds of TE member institutions.

HWS has created a new three-step process for employees who are applying for Tuition Exchange (“TE”) for their dependents:

1. Apply for Tuition Exchange

Your student must create a TE account and apply using the **Tuition Exchange website** <https://www.tuitionexchange.org> which has information about the **Tuition Exchange application** and process. Be sure to review the “Important Things to Know Before You Complete the TE EZ-Application” section once you have clicked on the TE-EZ application link at the top. Early application during the Fall semester is advisable. Your student must be admitted to the TE institution to be considered for an award. **Once admitted, you do not need to recertify each year (employees should stay in contact with their own TE Liaison Officer)**. If your student does not get selected to receive Tuition Exchange funding at the TE school they attend, the employee can then apply for the tuition grant benefit here <https://www.hws.edu/offices/hr/tuition-assistance.aspx>. If your child is approved for TE but there is a gap in the difference of tuition still owed, you may be eligible to use tuition grant (please check with HR). The employee must also re-apply for TE each year for approval of the tuition grant benefit. If the student is accepted into TE, they will no longer need to apply for the tuition grant benefit.

2. Approval of Tuition Exchange benefit

Once your child has submitted the TE application, HWS will receive a notification to approve eligibility. Once approved, your application status will change to an approved benefit status. A Human Resources representative will reach out directly to the employee if there are any outstanding items or questions.

3. Check the status of the student’s application.

Check status on your student’s TE account and/or with the prospective TE institution’s Liaison Officer. Contact information for the Liaison Officer at each member institution is listed [here](#).

Each participating TE institution has different criteria for selection, which the TE Liaison Officer at the institution can provide. Here are helpful hints for your student:

1. Be admitted to the prospective TE institution. Nearly all TE institutions require admission before TE consideration.
2. Get the details. Check with the prospective TE institution’s Liaison Officer for specifics about when to apply for TE, requirements for award consideration, and award amounts.
3. Apply for TE early. Applying early does not guarantee an award, but it can help.

4. Expect competition. TE scholarships are highly competitive and often limited in number. Apply as early as is practical or as advised by the TE institutions Liaison Officer.
5. Select the Top 3 (or more). Apply to multiple TE institutions for consideration; TE allows a maximum of 10, and the student can add and remove institutions from their application during the process.
6. Demonstrate interest. While not a guarantee that you will receive an award, demonstrated interest, such as engagement with your admissions counselor, staying in touch with the TE Liaison Officer, an on-campus visit, etc. can indicate your level of interest in the TE institution and receiving an award.