

## **WPI Tuition Exchange Program (TE)**

**TE Exports** – *dependent children of WPI employees who wish to apply for a Tuition Exchange Scholarship at one of the TE member institutions.*

### ***Overview of the TE Export process at WPI.***

WPI is a member of the Tuition Exchange Program, a higher education consortium that provides scholarships to dependent children of college and university employees whose children attend participating colleges and universities. The TE Program provides the opportunity for eligible WPI employees' dependent children to receive undergraduate scholarships at one of the participating member institutions. A list of over 600 colleges and universities that participate in the TE Program can be viewed at the Tuition Exchange website <http://www.tuitionexchange.org>.

Please note that the selection criteria for participation in the Tuition Exchange Program are made by the admitting institution, not by WPI. Additionally, the selection criteria for TE Scholarships vary based on the availability of Tuition Exchange Program slots, academic rules and regulations, and other requirements of the admitting institution.

### ***Eligibility***

The Tuition Exchange program is a scholarship program and not a fringe benefit provided by WPI. Full-time faculty and staff who have completed three (3) years of full-time employment with WPI are eligible to apply for participation in the Tuition Exchange program on behalf of their dependent children. Submitting an application for the Tuition Exchange program does not guarantee acceptance at a Tuition Exchange member institution or insure receipt of a Tuition Exchange scholarship.

**If you have a child who is currently a senior in high school or a child attending a TE member institution without a TE Scholarship, please follow the steps below.**

### ***Steps in the WPI TE Export process....***

#### **1). Review list of TE institutions**

If you have a child who is currently a senior in high school or a child currently attending a college or university, please visit the [Tuition Exchange website](#) to view a list of the TE member institutions. If your child plans to apply or is currently attending a TE member institution, you will need to complete a WPI Tuition Exchange Application to Participate Form.

#### **2). Complete the WPI Tuition Exchange Application to Participate Form (available in the Office of Student Aid & Financial Literacy or [online](#)) and return it to the Office of Student Aid & Financial Literacy by September 29, 2017 for the academic year 2018-2019.**

***Please note, if your dependent child is currently attending a TE member institution and currently has a TE Scholarship, you do not need to complete another WPI Tuition Exchange Application to Participate Form.***

3). WPI TE Lottery

WPI must maintain a balance of TE exports (WPI dependent children receiving a TE scholarship at a member TE institution) and WPI TE imports (students enrolled at WPI whose parent is employed at another TE school) as part of the management process for the TE Program.

In order to maintain the export/import balance, WPI cannot export all of the WPI TE applications that are submitted to the Office of Student Aid & Financial Literacy by WPI employees in a given academic year. In order to determine which applicants will be selected for export to TE member institutions, the Office of Student Aid & Financial Literacy runs a computerized random, weighted lottery. The number of slots that are available for WPI to export each year is based on past years' export/import balances. The TE lottery typically takes place in early October.

4). WPI Office of Student Aid & Financial Literacy sends out letter to TE lottery winners.

Once the names of the TE lottery winners are selected, the TE lottery winners are informed of their lottery placement by mid-late October. These lottery winners will have a TE export application submitted to each TE member school listed on the student's WPI Tuition Exchange Application to Participate Form.

5). WPI Office of Student Aid & Financial Literacy sends out letter to applicants who are placed on TE waitlist

The names of the students who do not win the TE lottery are also informed of their lottery placement and are placed on a WPI TE waitlist. If any of the TE lottery winners drop out of the TE program, the first student on the TE waitlist is contacted and his/her name is exported to the TE member institutions listed on his/her WPI Tuition Exchange Application to Participate Form.

6). TE Institutions contact students

WPI will exports the names of the lottery winners to the institutions that were listed on their WPI Tuition Exchange Application to Participate Form during the months of November and December. At this point, it is up to the member TE institution to contact the student about their TE Scholarship decision. TE Scholarship decision timelines vary widely from institution to institution as each institution has its own awarding criteria and deadlines. Most TE institutions will mail a confirmation letter to the TE applicants once the TE export certification is submitted. These confirmation letters usually outline the timeline as to when the student will hear about the TE Scholarship decision.

If you have any questions about the TE process at the institutions your child is applying, please feel free to contact those institutions to inquire about their awarding criteria and scholarship decision timelines.

7). Notify WPI TE Liaison of your TE Scholarship acceptance

Please notify the WPI TE Liaison if you accept the TE Scholarship and enroll at a TE institution. Additionally, you need to report the status of your enrollment each academic year so the WPI Liaison officer can submit a TE Recertification Form to continue the scholarship. If you decide to withdraw or transfer to another institution, it is your responsibility to notify both the host and home school liaison officers promptly.

***TE Scholarship Selection Process – Things to keep in mind***

- 1). TE export candidates must apply for admission to each member institution they wish to attend.
- 2). If TE export candidates wish to be considered for financial aid at their TE institutions, it is highly recommended they adhere to the financial aid deadlines for each institution as the TE Scholarship is not a guarantee.
- 3). Awarding parameters and timelines for TE Scholarship selections vary widely among TE institutions. Some TE institutions will base their TE Scholarship decision on a student's academic record while other TE institutions will offer a TE scholarship to each applicant who applies. Because of these varying awarding criteria and deadlines, you will need to contact your child's TE institution(s) if you have questions about their process.
- 4). The value of a TE Scholarship is dependent on the TE institution's tuition. Scholarships cover full tuition, or a rate set by Tuition Exchange, but not special fees, course overloads, or room and board charges. For the 2018-2019 academic year, institutions that charge more than \$36,000 for tuition are permitted to award less than their full tuition, but not less than \$36,000. Some colleges cover other expenses in their awards. The "Conducting a School Search" page located on the TE website 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.
- 5). If your child is selected to receive a TE Scholarship at a TE institution, it will not be necessary for you to complete another WPI TE Application in future years as long as your child remains at the same TE institution and remains enrolled without any leave of absence. However, you will be required to confirm your child's enrollment for the upcoming academic year with the WPI Tuition Exchange Liaison Officer as the TE Scholarship for your child is dependent on recertification by WPI to your child's school each year.

During the spring semester, employees of current WPI TE exports will receive paperwork they will need to complete and return to the WPI Tuition Exchange Liaison Officer confirming his/her child's enrollment for the upcoming academic year. This information will be used to confirm renewal TE export scholarship recipients with their TE institutions. In addition to this recertification by WPI, renewal TE export recipients also need to meet required academic and behavioral standards of the admitting institution to qualify for recertification.

### **WPI's Tuition Exchange Liaison Officer**

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