



## Tuition Exchange Program Policy and Procedures

### More information

Tuition Exchange Program: [www.tuitionexchange.org/](http://www.tuitionexchange.org/)

Questions about employee eligibility: [TuitionBenefit@wayne.edu](mailto:TuitionBenefit@wayne.edu)

Questions about student eligibility: [studentservice@wayne.edu](mailto:studentservice@wayne.edu)

### For students enrolling at member institutions

Wayne State University participates in the Tuition Exchange Program, a nonprofit consortium of universities offering tuition scholarships for employees' dependents. Eligible Wayne State employees can apply for this scholarship if their children are considering undergraduate studies at another Tuition Exchange (TE) institution.

For a list of participating colleges and universities, visit [www.tuitionexchange.org](http://www.tuitionexchange.org).

**Participation in the university's TE program does not guarantee admission to or a scholarship from a TE institution.**

Wayne State University's agreement with the Tuition Exchange (TE) program allows new students to enroll in baccalaureate degree programs at participating institutions nationwide. All students must meet the academic standards of the admitting institution and must be admitted as full-time baccalaureate degree candidates at TE member institutions to be eligible.

The Division of Human Resources certifies an employee's eligibility based on their participation in the subsidized benefits program. Scholarships are available for up to four years (eight semesters) of full-time undergraduate study. Enrollment must be re-certified annually.

### Eligibility for tuition benefits under the Tuition Exchange Program, Inc.

To retain full benefits under the Tuition Exchange (TE) program, Wayne State University personnel must maintain tuition benefit eligibility throughout the scholarship period. If an eligible employee terminates employment or loses WSU benefit eligibility while receiving TE benefits, the employee will be responsible for the balance of tuition for the terminating semester as determined by the admitting institution.

Participation in the university's TE program does not guarantee admission to or a scholarship from a TE institution. Scholarships are limited, contingent on the dependent's admission, and subject to funds availability. These scholarships are available only to undergraduate students entering or continuing in the fall term at a TE institution, including new first-year, transfer undergraduates, and continuing undergraduates.

### Scholarship duration & benefit coverage

Each scholarship covers a maximum of eight semesters, amounting to four academic years of full-time undergraduate study at participating TE institutions. If eligible students enter the TE program as transfers, they will receive only the number of semesters needed to complete their baccalaureate degree. Note that WSU does not sponsor graduate study, inter-session courses, summer school, or study abroad semesters under TE.

Once a TE scholarship is awarded, enrollment must be re-certified annually by the WSU TE Liaison Office. Certification for returning students will be confirmed by the WSU TE Liaison Officer and Human Resources no later than January 31st before the next academic year. To qualify for re-certification, renewing TE students must not only have their sponsoring employee re-certified but also maintain the required academic and behavioral standards of the admitting institution.



## Scholarship value

Each TE member institution sets the scholarship value for incoming students and records this on the Tuition Exchange Scholarship Application/Certification Form. Copies of this form will be sent to the WSU TE Liaison Officer and the student. Benefits vary by member colleges and universities and may include room, board, and other expenses. Employees and their dependent students should clarify all financial responsibilities with the admitting institution before accepting a TE scholarship. Any costs that exceed the awarded benefit level are the student's responsibility.

## Tuition Exchange application and selection criteria

Employees and their eligible dependents must follow all application and admission procedures required by the Tuition Exchange Program, Inc., the admitting institution, and any additional requirements specified by the TE Liaison Officer at Wayne State University. TE scholarship candidates must apply for admission to each member college they wish to attend and complete all required financial assistance documents.

## Selection procedures

1. Each academic year, at least three new students will be chosen from the applicant pool as candidates eligible for TE scholarships. These decisions will be made after reviewing the applications submitted by the TE deadline.
2. Completing the application for the TE program does not ensure selection as a candidate or admission to the colleges and universities participating in the program.
3. Being selected as a candidate eligible for a TE scholarship does not guarantee receiving the scholarship. **Final selection is determined by the TE member institution and depends on the admission decision and availability of TE scholarships.** Dependent children of WSU employees must meet the admission requirements of participating TE institutions, adhere to all academic rules, regulations, and fees, and must be accepted by the TE institution as an "import" student eligible for a TE scholarship.
4. Non-compliance with any application procedures and requirements may result in losing eligibility for the applicable academic year.

## Benefit eligibility

1. The unmarried dependent child must be the employee's natural, legally adopted child, stepchild, or a child for whom the employee is the legal guardian. Employees may be required to provide documentation of dependent status.
2. Upon termination or transfer to an ineligible status, the employee will lose all WSU tuition benefits, including those from the Tuition Exchange Program, Inc. Financial adjustments will need to be coordinated with the admitting institution.
3. Questions regarding the academic aspects of the TE program should be directed to the TE Liaison Officer in the Office of Student Financial Aid. For inquiries about benefit eligibility, contact Human Resources.
4. Some tuition benefits may be subject to federal, state and/or local taxation.



# 2025-26 Tuition Exchange Program Application

Tuition Exchange Program: <https://www.tuitionexchange.org/>

**Deadline: December 1, 2024**

Employee First Name

Employee Last Name

Employee email

Job title

Employee type  Faculty  Staff

9-digit Banner ID #

Phone number

Years of employment

Department

Is your dependent filing a [FAFSA](#)?  Yes  No  Unknown

**Dependent information:**

Student First Name

Student Last Name

Student email

Last 4 digits of SSN

Phone number

Student birthdate

Permanent address

Student grade level for the 2025-26 academic year:  Freshmen  Sophomore  Junior  Senior  Graduate student

**Tuition Exchange Institution(s) - List the school(s) to which dependent wishes to apply for a Tuition Exchange Scholarship**

Institution name	City, State	Application status
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Applied for admission <input type="checkbox"/> Approved for admission. <input type="checkbox"/> Currently enrolled
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Applied for admission <input type="checkbox"/> Approved for admission. <input type="checkbox"/> Currently enrolled
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Applied for admission <input type="checkbox"/> Approved for admission. <input type="checkbox"/> Currently enrolled
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Applied for admission <input type="checkbox"/> Approved for admission. <input type="checkbox"/> Currently enrolled



I have read and understand the provisions of the Tuition Exchange Program as outlined in the Tuition Exchange Program Policy and Procedures. I certify that the information provided in this application is accurate.

Employee signature

Date

Return completed application to Human Resources by fax to 313-577-0637, or by email to [TuitionBenefit@wayne.edu](mailto:TuitionBenefit@wayne.edu).

**HR Service Center USE ONLY**

Approved  Denied. If denied, state reason: \_\_\_\_\_

Certified by: \_\_\_\_\_  
HR employee signature Date

