



## 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 "Export" students enrolling at member institutions

Wayne State University is a member of The Tuition Exchange Program, a nonprofit consortium of universities that provides its members the opportunity to exchange tuition scholarships for the benefit of their employee dependents. As a member of the Tuition Exchange (TE), Wayne State University invites eligible employees to apply for this tuition scholarship program should they have dependent children interested in attending another TE institution as an undergraduate degree-seeking student. A list of the colleges and universities that are members of the TE program can be viewed online at [www.tuitionexchange.org](http://www.tuitionexchange.org).

The WSU agreement with the TE program will new students each year to enroll in baccalaureate degree programs at participating institutions throughout the country. The Division of Human Resources will certify an employee's eligibility for the program based on his/her participation in the subsidized benefits program.

All students must meet the academic standards and criteria of the admitting institution. Scholarships are available for a maximum of four years (eight semesters) of full-time academic study in undergraduate degree programs. Enrollment must be re-certified annually. Students must be admitted as full-time baccalaureate degree candidates at TE member institutions to be eligible for this program.

### Eligibility for Tuition Benefits under the Tuition Exchange Program, Inc.

All personnel must maintain eligibility for tuition benefits at Wayne State University for the full duration of the scholarship period to receive full benefits under the TE program. If an eligible employee terminates employment or loses WSU benefit eligibility while receiving benefits under the TE program, the employee will be responsible for the balance of tuition through the terminating semester as determined by the admitting institution.

Participation in the university's TE program does not guarantee admission to or the award of a scholarship by a TE institution. Tuition exchange scholarships offered by member institutions are limited and subject to the dependent's admission to the institution and funds availability.

Tuition exchange scholarships are limited to undergraduate students entering in the fall term or continuing in the fall term at a TE institution. This may include new first year and transfer undergraduates as well as continuing undergraduates attending TE institutions.

### Scholarship duration & benefit coverage

Each scholarship is awarded for a maximum of eight semesters to cover four academic years of full-time undergraduate study at participating TE institutions. Eligible students will receive fewer semesters as required to complete the baccalaureate degree if they enter the TE program as transfers. WSU does not sponsor graduate study, inter-session courses, summer school and study abroad semesters under TE.

Once a TE scholarship has been awarded, enrollment must be re-certified annually by the WSU TE Liaison Office.

The WSU TE Liaison Officer and Human Resources will confirm certification for returning students no later than January 31st prior to the next academic year. In addition to the sponsoring employee being re-certified, renewing TE students must maintain required academic and behavioral standards of the admitting institution to qualify for re-certification.



## Scholarship value

Each TE member institution determines the value of the scholarship it awards to each incoming student and records this on the Tuition Exchange Scholarship Application/Certification Form. The home institution will forward copies of this form to the WSU TE Liaison Officer and the student. Benefits vary by member colleges and universities, and may include the costs of room, board, and other expenses, as determined by the institution. Before accepting a TE scholarship, employees and their dependent students should clarify all financial responsibilities of the admitting institution. Students are responsible for any costs that exceed the awarded benefit level.

## Tuition Exchange application and selection criteria

Employees and their eligible dependents must complete and comply with all application and admission procedures required by the Tuition Exchange Program, Inc., the admitting institution, and other 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 any financial assistance documents that the institution requires.

## Selection procedures

1. At least three new students will be selected from the applicant group each academic year as candidates eligible to pursue TE scholarships. Candidate decisions will be made following review of the applications submitted by the TE deadline.
2. Completion of the application for participation in the TE program does not guarantee selection as a candidate, nor admission to selected colleges and universities participating in the program.
3. Selection as a candidate eligible to pursue a TE scholarship also does not guarantee final selection as a TE scholarship recipient. The TE member institution determines final selection. Therefore, it is dependent upon the admission decision and availability of TE scholarships at member institutions. Dependent children of WSU employees must meet admission requirements of participating TE institutions and are subject to all academic rules, regulations, and fees, which may apply. They must also be accepted by the TE institution as an "import" student eligible for a TE scholarship.
4. Failure to comply with any of the application procedures and requirements may result in forfeiture of eligibility for the applicable academic year.

## Benefit eligibility

1. The unmarried dependent child must be the natural, legally adopted child, or stepchild of the employee or a child for whom the employee is the legal guardian. Employees may be asked to provide supporting documentation of dependent status.
2. In the event of termination or transfer to an ineligible status, the employee becomes ineligible for all WSU tuition benefits, including the Tuition Exchange Program, Inc. Financial adjustments must be made in coordination with the admitting institution.
3. Questions related to academic aspects of the TE program should be referred to the TE Liaison Officer in the Office of Student Financial Aid. Questions related to benefit eligibility should be referred to 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 for new students: December 1, 2024**

This form is for students who are new to the Tuition Exchange Program. You do not need to submit this form if your student is continuing in the program.

Employee First Name	
Employee Last Name	
Employee email	
Job title	
Employee type	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff

9-digit Banner ID #	
Phone number	
Years of employment	
Department	
Is your dependent filing a <a href="#">FAFSA</a> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

### Dependent information:

Student First Name	
Student Last Name	
Student email	

Last 4 digits of SSN	
Phone number	
Student birthdate	

Permanent address

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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="checkbox"/> Applied for admission <input type="checkbox"/> Approved for admission. <input type="checkbox"/> Currently enrolled
		<input type="checkbox"/> Applied for admission <input type="checkbox"/> Approved for admission. <input type="checkbox"/> Currently enrolled
		<input type="checkbox"/> Applied for admission <input type="checkbox"/> Approved for admission. <input type="checkbox"/> Currently enrolled
		<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 described in the Tuition Exchange Program Policy and Procedures. I certify the information on this application is correct.

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

