



## Preliminary Application for a Tuition Exchange Scholarship

To be completed by the employee & returned to the Office of Student Financial Planning by Nov. 1.

Eligibility to participate in the Stetson University Tuition Exchange (TE) Scholarship Program is determined by the Guidelines adopted by Stetson University. Certification of eligibility does not guarantee acceptance into the TE program of the institution the applicant seeks to enter. TE member institutions typically offer only a limited number of TE scholarships.

### Employee Information

Name of Employee: \_\_\_\_\_ Department: \_\_\_\_\_

Date of *Full-time* Hire: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Unit #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Student Information

Name of Student Applicant: \_\_\_\_\_ Academic Term: \_\_\_\_\_

Soc. Sec. Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Relationship to Employee: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Email address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

In alphabetical order, list the institution student has or will apply and indicate whether it is a Tuition Exchange or Council of Independent Colleges tuition exchange program:

1. \_\_\_\_\_ state: \_\_\_\_\_ (circle): TEP or CIC
2. \_\_\_\_\_ state: \_\_\_\_\_ (circle): TEP or CIC
3. \_\_\_\_\_ state: \_\_\_\_\_ (circle): TEP or CIC
4. \_\_\_\_\_ state: \_\_\_\_\_ (circle): TEP or CIC
5. \_\_\_\_\_ state: \_\_\_\_\_ (circle): TEP or CIC

For the academic term listed above, applicant will be a: (circle) Freshman Sophomore Junior Senior

TE Scholarship to start: Fall Term or Spring Term

Currently enrolled at a TE institution: Yes or No

Has applicant or sibling held a TE scholarship last year or in any prior year? Yes or No

Is the applicant applying through TEP E-Z App? Yes or No

NOTE: Student must notify Stetson's Tuition Exchange Liaison Officer of acceptance by the host institution, and of enrollment, withdrawal, or suspension at that institution. This application needs to be filled out once unless the student plans to transfer.

TE Liaison at Stetson University:  
Regina Oltorik, Financial Aid Counselor, Unit 8379 (386) 822-7120

To: Tuition Exchange (TE) EXPORT Applicants  
RE: Online Application Process

Tuition Exchange, Inc. provides the opportunity for Tuition Exchange applicants to complete the application **online**. This application is called the **TE-EZ Application** and is only applicable for **new** Tuition Exchange applicants. (This new online procedure does not apply to applications for the CIC Tuition Exchange Program.) The application is found at [www.tuitionexchange.org](http://www.tuitionexchange.org).

- Click **Families**.
- Click **Online Application**.
- **Apply Now**.

### **The online Tuition Exchange Application process has three steps.**

1. The family completes the online TE-EZ Application which is sent to Stetson's Tuition Exchange Liaison Officer (TELO). The TELO either certifies or denies export eligibility; this occurs on a rolling basis, based on when the student's Preliminary Application is submitted.  
If the TE-EZ application is denied by Stetson, the applicant and parent will receive an email notification. In this case, the Tuition Exchange application will not be forwarded to the importing schools selected by the student.
2. If the export eligibility is confirmed by Stetson's TELO, the Tuition Exchange Application is sent to the 'importing' schools listed on the TE-EZ application.
3. At this point, the importing schools take over the process. The importing schools will notify the families once the decision has been made about the Tuition Exchange Scholarship. This most often happens in the Spring.

### **Important Information**

- Students should complete their admissions applications to importing schools in a timely manner to insure the best consideration for a Tuition Exchange Scholarship.
- Be sure to enter valid email addresses for the student and parent when you fill out the online application. The TE-EZ Application will provide a maximum of ten school choices. You will hear from the importing schools via email about your applications and if the TE Scholarship request is granted.