

# Tuition Exchange Export Process Overview

## for Moravian University Faculty and Staff



Moravian University is a proud member of Tuition Exchange (TE), a national scholarship program that provides tuition benefits for the dependents of eligible employees at more than 700 TE participating institutions.

### How it Works

An eligible employee and qualifying dependent from one member school (Moravian) can apply for a Tuition Exchange scholarship at another member institution. In this case, Moravian University is considered the **export** school, and the school that offers the TE scholarship to your dependent/student is the **import** school. Please note that Tuition Exchange scholarships are **not guaranteed** and are based on the availability of funds at the receiving institution. The value of this scholarship often covers nearly full tuition.



### Eligibility Requirements at Moravian University



- Must be a **benefits-eligible full-time** faculty or staff member.
- Must have **completed five years of service as a benefits-eligible employee** at Moravian University **before** the dependent may apply for a TE scholarship.
- Dependents are eligible to apply **starting the next full semester** after the employee reaches the five-year service mark as a benefits-eligible employee.

Timeframe	Action Item
Spring of Junior year	Begin researching participating TE schools at <a href="https://tuitionexchange.org">tuitionexchange.org</a>
July 1	Tuition Exchange applications open on the TE website  Moravian begins to certify TE exports as they apply
August 1	Most schools' admission applications open
October 1	FAFSA becomes available (required by many TE schools)
Winter-Spring	Import institutions make scholarship decisions and notify students
May 1	Deadline for student to accept a college offer and any TE award



## Your Step-by-Step Export Process

### 1. Explore Your Options

- Visit [tuitionexchange.org](https://tuitionexchange.org) to explore participating institutions and their TE policies.
- Speak with Moravian's **HR Office** to confirm eligibility.

### 2. Submit a Moravian TE Request

- Applications open **July 1**.
- Submit the TE application on [tuitionexchange.org](https://tuitionexchange.org).

### 3. Get Certified by Moravian

- Moravian's TE Liaison will **certify** eligible dependents as exports in the TE system.
- Certification is **not a guarantee** of a scholarship. It only makes the student eligible for consideration at import schools.

### 4. Apply to TE Schools

- Your student must apply for **admission to each TE institution separately**. Most admission applications open **August 1**.
- Be sure to indicate interest in Tuition Exchange on **each application** if applicable.
- Have your student connect with their admission counselor to show interest—it helps!

### 5. Complete the FAFSA

- The FAFSA is available online at [studentaid.gov](https://studentaid.gov) beginning **October 1**.
- Most schools require that you complete the FAFSA.

### 6. Receive an Award

- If a TE scholarship is offered by the import institution:
  - The student will receive a **guaranteed minimum award** (amount set annually by Tuition Exchange).
  - This often covers full or nearly full tuition, but **varies by institution**.

### 7. Accept the Award

- Students must follow the **import school's instructions** to accept the scholarship.
- Students can receive TE funding for a **maximum of eight semesters**.



## Key Considerations

- **Not Guaranteed:** Even with certification, scholarships are competitive and awarded by the importing institution, not Moravian.
- **Program Balancing:** Some institutions accept fewer exports based on how many imports they can accommodate.
- **Annual Renewal:** Awards are renewable up to eight semesters, contingent on the student's academic standing and continued employee eligibility.
- **Processing Fee:** A \$55.00 per semester processing fee is charged to the Moravian University employee for each dependent receiving a TE scholarship.

## Contacts and Resources

- Moravian Human Resources:  
[hr@moravian.edu](mailto:hr@moravian.edu)
- Financial Aid Office:  
[finaid@moravian.edu](mailto:finaid@moravian.edu)
- Tuition Exchange Main Website:  
[tuitionexchange.org](https://tuitionexchange.org)
- Tuition Exchange FAQs for Families:  
[tuitionexchange.org/student-faqs](https://tuitionexchange.org/student-faqs)