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 **tuitionexchange.org**
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

MORAVIAN UNIVERSITY



Your Step-by-Step Export Process

1. Explore Your Options

- Visit **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.**

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** 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 $60.00 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**
- Financial Aid Office: **finaid@moravian.edu**
- Tuition Exchange Main Website: **tuitionexchange.org**
- Tuition Exchange FAQs for Families: **tuitionexchange.org/student-faqs**