To: Iota College Community

From: George Henry, Tuition Exchange Liaison Officer (TELO)

Date: MM/DD/YYYY

Re: The Tuition Exchange Scholarship (TES) Program

Iota College is beginning its XXX year as a member of the Tuition Exchange (TE) Program. The TE program provides the opportunity for eligible Iota College employee dependent children to receive undergraduate scholarships at one of the participating member institutions. A list of 626 colleges and universities that participate in the TE program can be viewed at [www.tuitionexchange.org](http://www.tuitionexchange.org) . Under the Membership tab you can locate the name and e-mail address of the TELO of the school(s) your dependent is considering.

The TE program is a scholarship program and not a fringe benefit provided by Iota College. Only full-time faculty and staff (and employees holding shared appointments), who have completed three (3) years of full-time employment with Iota College are eligible to apply for participation in the TE program on behalf of their dependent children. Application for the TE program does not guarantee acceptance at a TE member institution or insure a TE scholarship.

If you have a child who is currently a senior in high school, or a child attending a TE member institution without a TE scholarship, you should contact my office to request an Iota College Application to Participate in the TE Program or download the Application from the College’s Website under the XXX Section.

TE applicants for 20XX-20xx should complete the application by INSERT DATE. Please note if your dependent child is currently attending a TE member institution with a TE scholarship and plans to continue at the same institution, it is not necessary to complete another application for next year.

There will be a campus workshop on Iota College admissions and tuition programs (internal benefit, external benefit, and tuition exchange) on LIST DAY, DATE in LOCATION and TIME. The workshop will provide information about these programs and the opportunity to ask questions.

Please feel free to contact my office at extension XXXX to receive additional TE program information or email at TELO@iotacollege.edu for answers to specific TE questions.