Sample TE Liaison Memo

To: Institutional Employees with dependents applying for first-time Tuition Exchange Scholarships

From: Tuition Exchange Liaison Officer

Re: Possible supplemental grant for ten new first year, first time 2022-23 TE recipients

The Tuition Exchange Board of Directors established a grant fund for prospective TE scholars from low and middle-income families. The Howard D. Saperston Tuition Exchange Grant Opportunity (TE-GO) award is $10,000 -- $2,500 a year for a maximum of four years or graduation, whichever comes first. The grant supplements the TE scholarship and may be used for tuition and non-tuition items associated with the cost of attendance at a TE member institution.

The selected candidates will receive an additional $2500 award paid directly to the enrolled import institution and receive the tuition exchange scholarship. To apply, the TE candidates are not required to have final TES award offers. Having TE eligibility is all that is needed. However, the successful student must be a TE scholarship recipient at the attending import institution to receive the additional grant payment.

Considerations for the TE-GO award are:

* a calculated Expected Family Contribution (EFC)\* of $15,000 or less.
* an offered TE scholarship.\*\*

\*The EFC is determined by completing the 2022-23 Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov

\*\*Funding requires the student to enroll at the institution with an approved Tuition Exchange scholarship.

If you wish your TE dependent considered for a TE-GO grant, contact me no later than Monday, January 31, 2022, and provide proof of the Expected Family Contribution (EFC) of $15,000 or less. A copy of the Student Aid Report (SAR) is excellent. Every TE member college is allowed two nominations annually. In the case of two or more prospective nominees, additional criteria will be used to determine the college's two nominations.

Successful nominees will be notified by TE Central asking for the following information.

* Proof of the EFC
* A copy of the most recent academic credentials,
* Details of your non-academic activities/community service, and
* A short candidate's statement

The information should be returned no later than March 18, 2022, for full consideration. All credentials will be verified by the nominating institution and the TE Central Office. A panel will select the finalists, with TE-GO grant awards announced no later than April 22, 2022.

If you have any questions, please feel free to contact me.

Name of TELO

TELO title and contact information