

Verbatim Podcast

0:04

Hello, and thank you for joining us today.

0:07

As a member of the Tuition Exchange staff, this webinar or podcast that you're listening to right now is How to Complete the Easy Application Online.

0:20

This particular broadcast will help you, the student and eligible employee parent, complete the easy application process.

0:30

You need to know that the application is all about the student.

0:37

The student should have an email account and we suggest that they do not use their high school email because when the student graduates that email often graduates with them.

0:50

Please consider creating a Yahoo, Gmail, Hotmail, or other commercial email option for the student. And be sure that that student's email is professional.

1:03

We've provided you a suggestion on what that email might look like.

1:10

Never use the parent's email address to create a student account.

1:18

In the case where the student is also the eligible employee, you must use two different student when creating the email account for the student.

1:31

And please remember that the student is creating a tuition exchange account which stays with that student throughout their educational journey.

1:43

Should the student wish to transfer, take a leave of absence, or stop out entirely, the application follows and no new application should ever be created.

1:54

There is one caveat to that, and that is, should the eligible employee leave their employment, then the student will need to start over again with a new employer, but the account stays the same.

2:14

The process itself is really relatively easy, and the first step that the student will do go to tuitionexchange.org and select the TE easy application.

2:29

That will be at the top of our home page.

2:32

You're going to enter the student's email address and if the student does not have any email other than their high school email please refer back to slide 2 for suggestions.

2:46

You need to create a 12 character password. And that password needs to include alpha, numeric, and special characters.

2:58

If you pick special characters that are not allowed, the system will tell you.

3:03

And then clear at the bottom, the student is going to click create account.

3:11

Once the account is created, Then the student is now going to add their biographical information.

3:23

And again, friends, this is all about the student.

3:27

So it's the student's legal first name, the middle initial is optional, and the student's legal last name.

3:37

Be sure that the student email address that's entered is also the same email address that you just used to create the account.

3:49

As we've said before, confirm the password entered in Step 5.

3:56

Now parents, please listen closely.

4:00

Once your student graduates from high school or turns 18, whichever is first, the student becomes the owner of all his or her academic records.

4:11

And that means you can no longer call and find out how the student is doing.

4:16

However, by having the student check the box that you see on the right, where that arrow is, then the student is agreeing to share eligible information with the eligible employee.

4:34

And if mom is not the employee, The TLO, Tuition Exchange Liaison Officer, at the Export School is not able to share information with you, nor is the Import School able to share information about the student unless the student checks the box.

4:53

And that is all because of FERPA.

4:57

The FERPA is student privacy, and if you have more questions about that, please make sure that you look at the website that we provided.

5:09

The last but most important step, click Create Account.

5:14

So what does that Create Account look like?

5:17

Well, the biggest thing is the student needs to make sure that they review the instructions.

5:24

Again, by listening to this podcast, you should have most of the whoopses understood.

5:31

The academic year is when the student seeking their initial tuition exchange award.

5:36

So for example, those 25 high school graduating seniors are looking for tuition assistance in their 25-26 application year.

5:49

Any student currently receiving tuition exchange should not complete an application.

5:55

If the student is considering transferring to school, then the student can certainly go back to their account and select the transfer button to move forward. The account stays with the student forever.

6:13

The student information is all about the student.

6:16

Use the same information that was used on all admissions applications.

6:21

Admissions applications are matching up, trying to make sense of the information that you provided here and the that was provided on the admissions app.

6:32

If they don't match, the student may miss out on tuition exchange scholarship opportunities.

6:38

The biggest error we see is the student's birth date, particularly the year.

6:43

It's not 2024.

6:46

It is probably 2007, 2008, something of that nature.

6:52

Please make sure it's correct.

6:55

Eligible employee information.

6:56

This is all about the parent who is working at the school.

7:01

Click on the caret.

7:03

Look for your employer and click on it.

7:06

If the employer's name is grayed out, please review the member's school information because the school's export deadline may have passed.

7:15

If you have any questions about why it's not showing up, contact the school's tuition exchange officer to find out why, please do not contact Tuition Exchange Central.

7:29

The first and last name must be that of the eligible employee and all emails must be of the eligible employee at a.edu email address.

7:43

If the employee does not have a.edu email address, then it is the responsibility of the eligible employee to talk to their tuition exchange officer for options.

7:56

Again, tuition exchange central is unable to assist.

8:03

And finally, the eligible employee's exact title or position is required in whole numbers, provide the number of years the eligible employee has been employed at that school, not collectively.

8:18

And if you've been there in less than a year, A zero should work.

8:22

For any questions about employment, the eligible employee works with their HR department where they are employed.

8:31

The student ID is a series of numbers assigned to the eligible employee by the employer.

8:37

Do not ever provide the employee's eligible, or the eligible employee's social security number.

8:47

Each school may ask up to three school-specific questions, and they require some sort of response in order to successfully complete the application.

8:59

If you have any questions about those school-specific questions, contact the school that is asking the questions.

9:06

TE Central is unable to assist.

9:11

The application information, now we're back to the eligible student.

9:15

Whatever the student said their classification was on the FAFSA form if they completed one is the same information that should be listed here.

9:27

Again, most undergraduate students are eligible to apply for tuition exchange, but again there's no guarantees.

9:40

And the final option in the student classifications is about the eligible employee, their spouse, or perhaps registered domestic partner.

9:51

And that's only if the employer offers graduate student as a TE scholarship option.

9:58

Check directly with your employer to see if there's eligibility.

10:03

And please understand clearly that once a student graduates with their baccalaureate degree, they are generally no longer considered eligible under the dependency status of the eligible employee.

10:20

Applying to is where the student selects up to 10 schools in which the student has applied or will apply for admission.

10:29

Those need to match, friends.

10:31

You will not receive a tuition exchange scholarship unless you have applied and are considered admissible to the eligible import school.

10:41

The maximum number of schools is 10.

10:43

And you have the ability to click clear to the right under that caret on the applying to line to pick up to 10 schools.

10:52

The student can modify that list until one import school enrolls the student.

11:00

And once the student has been enrolled, there is no more modification options. The status is important.

11:12

If the student's status of the application is still open, as you see here highlighted in yellow, then the student can click on the applications and change them, get rid of them, say I'm no longer interested, whatever the case may be.

11:28

Students work with their admissions counselor at the import school for information about where's my application and what is happening with it.

11:40

Also if the school application says closed as highlighted here on slide number 14 then the student can do no more with his or her application.

11:52

And if you feel that that is an error you contact the import school making sure that they understand that you haven't made your final decision yet.

12:03

Every time the student reviews or their easy application, the student must again check the box confirming that they've read and understand all the pieces and parts that go with the application itself.

12:20

Most importantly, that you have applied and been admitted to the schools of your choice and always click submit.

12:27

Some final reminders, and you've heard me stress this, the application is all about the student.

12:34

The The employee questions, the eligible employee questions are all about the eligible employee.

12:40

And if there are questions about eligibility, the employee contacts their HR department or the tuition exchange liaison officer.

12:50

It's very important to understand clearly if the eligible employee leads their employment at any time during the time that the student is considered eligible for tuition exchange scholarships, the scholarship is canceled.

13:05

Import schools, first-time students contact their admissions counselor.

13:11

Import students, who are continuing students, contact the financial aid office.

13:18

Most importantly, friends, tuition exchange is not an employee benefit.

13:24

It is a scholarship opportunity, and not all students will qualify for a tuition exchange scholarship.

13:31

And if you did not, please do not contact Tuition Exchange Central.

13:37

You contact the schools that did not offer you the scholarship.

13:42

And finally, students, it is your responsibility to read, understand, and ask questions.

13:49

What is the amount of the scholarship?

13:52

Am I eligible to receive additional institutional scholarships such as merit or special ability?

14:00

What about Pell Grant or state tuition grants if I qualify?

14:03

How do I make sure that my scholarship is renewed year after year?

14:07

Do I have to live on campus?

14:10

How many semesters will you cover me to receive a degree?

14:15

Can I be a part-time student and still receive tuition exchange?

14:19

And if I can, what are the consequences for using tuition exchange as a less than full-time student?

14:26

And does the scholarship cover summer school and study abroad?

14:30

If available, what are those consequences?

14:33

Remember, friends, these are questions that you ask of the school where you are attending.

14:38

Tuition Exchange Central cannot assist.

14:41

Thank you so much for taking the time to listen.

14:44

We hope that you have found the information valuable and helpful along your journey.

14:49

Best wishes, and thanks again for your attention.

14:53

Goodbye.

REGENERATE TRANSCRIPTSAVE EDITS

v