**What’s new? A Student Account.**

No one should share access to their Tuition Exchange account. Students are offered the opportunity to click YES to share information with the eligible employee when the initial application is created. The student is not providing access to their Tuition Exchange account. Instead, the eligible parent can ask questions and seek information about their student from the Export or Import Tuition Exchange Liaison Officer.

Should a student wish to rescind permission, written communication is required informing the Export and Import TE Liaison Officer of the student’s decision. Student Information for the Family Educational Rights and Privacy Act (FERPA) can be found at <https://studentprivacy.ed.gov/resources/eligible-student-guide-family-educational-rights-and-privacy-act-ferpa>. Parent information for FERPA is available at <https://studentprivacy.ed.gov/resources/parent-guide-family-educational-rights-and-privacy-act-ferpa>.

Students can review their Tuition Exchange account, update biographical information, and modify school choices. A maximum of ten schools can be selected at any one time. Once the student is enrolled at a close, the application is closed. If the student did not enroll, the student should contact the Tuition Exchange Liaison Officer at the school where the student is marked as enrolled.

Should the eligible employee lose employment eligibility, the student’s record is closed after the current term. If, during the summer, the student does not qualify for any future Tuition Exchange scholarship funds. A new application is required if the other parent is considered an eligible employee. No one can modify eligible employee information.

Through the Transfer application portal, students can use their Tuition Exchange account to explore transfer options. The Tuition Exchange system does not alert the Import school. Be sure to share with all students that a request for college transcripts to be sent to a new school will trigger information sharing.

The Tuition Exchange account does not expire as long as the student is actively receiving Tuition Exchange. The application will be closed if the student fails to maintain the Import school eligibility requirements for a semester/term. However, the student can re-open the application once the requirements are met. Talk with the Import Tuition Exchange Liaison Officer for more information.

The student classification entered by the student calculates the maximum number of eligible semesters/terms. The rule is a maximum of eight undergraduate and four graduate studies semesters. The eight is for those entering as a first-time student who has never attended college. There is a one-time exception if the student enrolls in an Import school-defined program of five years. Again, it is the student’s responsibility to connect with the Import Tuition Exchange Liaison Officer.

Students are responsible for informing the Import Tuition Exchange Liaison Officer when taking a Leave of Absence. The Leave of Absence is valid for one semester. Should the student take a leave of absence in the spring semester/term and not return the following fall semester/term, the application is closed. The student will need to reinstate the application. Reinstatement means that the Export school confirms that the employee is still eligible. The Import school has the right to approve or deny the application based on new student information and a new aid year.

Tuition Exchange is a scholarship program. Schools have budgets and limits on the amount of Tuition Exchange scholarships available. When a student leaves for any reason, there is no guarantee that the Import school will again offer the student funding. The student is responsible for asking the Tuition Exchange Liaison Officer questions in such situations.

Tuition Exchange Central does not provide parents or students with application assistance or program information. Employees contact their Tuition Exchange Liaison Officer for information about employee eligibility. New students contact their admission counselor for information, and continuing students should review the Student Handbook or College Catalog for renewal criteria.