



**DUQUESNE
UNIVERSITY**

Tuition Exchange Program

2024 - 2025

What is Tuition Exchange?

- ▶ The Tuition Exchange (TE) is a reciprocal scholarship program for children and other family members of faculty and staff employed at over 600 participating institutions.
- ▶ Tuition Exchange, a 501-c3 non-profit association of colleges and universities, was founded over 60 years ago with the purpose to make careers in higher education more attractive.
- ▶ We do this through a reciprocal scholarship program, which finances college tuition for the children and other family members of faculty and staff employed at participating institutions.



How Do I Know If I Am Eligible to Participate?

- ▶ The employee must submit a Tuition Exchange application and the applicable dependent verification information to the Duquesne University Office of Human Resources. It will be determined if the employee or their dependent is eligible for the exchange (this process is called certification). Concurrently, the employee or their eligible dependent applies for admission to the participating university or college of interest.

For more information, please visit:

- ▶ <https://www.duq.edu/admissions-and-aid/financial-aid/programs/tuition-exchange>

Deadline:

- ▶ *The 2024/2025 Application will be available in early fall.* You should apply no later than the earliest college admission deadline at the institution you are considering. For the 2024-2025 academic year *Duquesne University's deadline is November 15, 2023.*



How Do I Know Which Colleges and Universities Participate?

- ▶ The Council of Independent Colleges (CIC) and the Tuition Exchange, Inc. (TEI) - are the two networks of colleges and universities willing to accept, tuition-free, students from families of full-time employees of other participating institutions.

To view a complete list of Colleges and Universities participating in the:

- ▶ Council of Independent Colleges (CIC) Tuition Exchange program - www.cic.edu/tep
- ▶ Tuition Exchange, Inc. (TEI) - <https://www.tuitionexchange.org/>



After Being Approved For Export by the Office of Human Resources, Where Do I Find the Application for Tuition Exchange?

Council of Independent Colleges (CIC) Application Information:

- ▶ The CIC application can be found at www.cic.edu/tep.
- ▶ Please direct any questions to 412-396-6607 or faoffice@duq.edu



Tuition Exchange, Inc. (TEI) Application Information:

- ▶ Students will complete the EZ electronic application at <https://telo.tuitionexchange.org/apply.cfm>
- ▶ The EZ application is for **NEW students only**. Continuing scholars should not complete this application. If you have questions regarding this application process, please view the *Tuition Exchange EZ Application Guide*.

