

# Tuition Exchange Program (TEP)

☑ **Who's eligible:** Dependents of benefits eligible employees after an employee has completed **one year** of uninterrupted **full-time** service with the University by the time their dependent starts the academic year. An employee must be employed in a full-time capacity for the full duration of the tuition exchange period. This benefit is not available to half-time employees.

☑ **The Benefit:** The dependent of an employee will receive a maximum benefit of 100% tuition for eight semesters. Awards are limited to full-time undergraduate study programs only.

☑ **To receive the benefit:** The application can be completed via the TEP site. You can find it along with important information at [Tuition Exchange - Families](#). It is recommended that applications be submitted by **September 30 of the prior year**. Human Resources will go in and approve eligibility. Please note that the often awards are generally not given until the following spring. Applications can be submitted up until the deadlines set by the importing institution- ie for UNE it is Feb 15 as that is UNE's application deadline.

☑ **What to know:** While the benefit is available to all qualified employees as outlined above, this benefit is not guaranteed. Award decisions are made by the importing institutions.

☑ **Benefit for Employee, Spouse or Partner:** This benefit is only available to employee dependents as defined by IRS dependency requirements and must be natural and legally adopted children or stepchildren of the employee.

☑ **Finding a participating institution:** Can be found at <https://www.tuitionexchange.org>

☑ **Application Submission:** Applications should be submitted to Human Resources no later than September 30th of the year before the intent to attend college. The application only allows for 9 schools to be selected.

☑ **Important to know:**

- Discounts are for tuition/coursework only and other fees may apply.
- Employees must continue to be employed full-time by the University for the full duration of the tuition exchange period for benefits to continue.
- Tuition exchange award notifications are conducted by the host institution and usually commence between the months of March-May.

Send questions to [educationalbenefits@une.edu](mailto:educationalbenefits@une.edu)