

Tuition Exchange Program (TEP)

☑ **Who's eligible:** Full-time benefits eligible employees, their dependents and spouse/domestic partner after an employee has completed **one year** of uninterrupted **full-time** service with the University by the time their dependent starts the academic year. This benefit is not available to half-time employees.

☑ **The Benefit:** The employee, their spouse/domestic partner and dependents are eligible to apply for tuition-free or tuition-reduced acceptance to graduate (not available to dependents) and undergraduate programs of any participating members.

☑ **To apply:** Simply visit the Tuition Exchange site- [How To Apply - The Tuition Exchange](#)- to complete the application for the appropriate academic year. Applications should be submitted via the site as early as possible for the following academic year – for example: apply fall 2025 for the AY2026-27. The application is generally available July 1 for the following academic year.

Note: The same application is used for both the CIC-Tuition Exchange Program and The Tuition Exchange Program. The importing institution will designate which program the award will be allocated through if they offer one.

TE EZ-Application to apply for TE scholarships at up to 20 schools. If your list of schools changes, you can log into your account to add or remove schools.

☑ **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 dependents:** Dependents may participate in undergraduate programs only and can receive free or reduced tuition for up to 8 semesters.

☑ **Benefit for Employee, Spouse or Partner:** All may participate for free or reduced tuition in undergraduate programs for up to 8 semesters and graduate for up to 4 semesters.

☑ **Finding a participating institution:** Can be found at <https://www.tuitionexchange.org> and TE Express [Graduate School Search](#) to find participating graduate programs.

☑ **Important to know:**

- Discounts are for tuition/coursework only and other fees may apply.
- Institutions are required to cover the minimum rate of tuition as dictated by the TEP. More information can be found on the TEP regarding the rate of tuition covered.
- Employees must continue to be employed full-time by the University for the full duration of the tuition exchange period for benefits to continue.
- The criteria for selection can vary from institution to institution. Host institutions may keep the student's Pell and state scholarships.
- TEP award notifications are conducted by the host institution and generally commence in early to mid spring.
- After acceptance the first year, no further applications are needed, UNE will confirm continued eligibility each year on the employee's behalf.
- Transfer students: Transfer policies vary by school but many schools will consider students at all class levels.
- You can log into your TE EZ-Application account at any time to check the status of your application.

Send questions to educationalbenefits@une.edu