

# Tuition Exchange



Luther Seminary is proud to be a member of the Tuition Exchange (TE) program, offering employees and their immediate family members the opportunity to attend one of 700+ member schools at significant savings. If you're a full-time, benefits-eligible employee, your child may qualify to apply for a TE scholarship.

## Program eligibility

The following eligibility conditions apply:

You:

- Must be a benefits-eligible, full-time faculty or staff member

Your child:

- Must be your biological or legally-adopted child or stepchild (other children under your legal guardianship are not eligible)
- Must be under age 26 (the scholarship will expire at the end of the semester in which the child turns 26)
- Must not have already used all eight semesters of TE eligibility

## **Tuition Exchange at a glance**

Luther Seminary is eligible for a limited number of Tuition Exchange scholarship applications each year. If there are more requests than available scholarships in a given year, awards will be determined as follows:

1. Employees with two or more years of tenure at Luther Seminary
2. Employees who have not received a Tuition Exchange scholarship for a different dependent
3. If there are still more requests than available scholarships, applications will be awarded randomly

### **How many semesters are covered?**

TE scholarships are awarded for up to eight semesters, depending on entering class level. For example, a freshman would be granted eight semesters, a sophomore six semesters, a junior four semesters, and a senior two semesters to complete the program.

There is no spring admission cycle for TE, and summer terms are not available. Scholarships are renewed each year dependent upon satisfactory academic progress, good conduct, and continued parental benefit eligibility.

### **Before you apply**

Start by studying the [TE website](#), which includes an informational webinar and a complete list of participating schools. The School Search page also includes detailed information on each member school, including:

- Important deadlines, including the date by which scholarships are generally announced
- What is covered by the school's scholarship (generally 75%-100% of tuition; in some cases, some other expenses like housing may be included), up to a maximum amount (\$39,000 for 2021-22)
- Whether the scholarship can be applied to study abroad programs
- Whether the scholarship is reserved for freshmen only
- Percentage of applicants who are awarded the scholarship
- Minimum GPA required to renew scholarship annually

## Understand the process

There are multiple steps to the TE process. Please ensure you begin the application process approximately 12-15 months before your student plans to attend college to meet the various deadlines.

### How to apply in three easy steps:

- **Step 1:** Submit [TE certification form](#) for the '22-23 school year by Friday, October 1, 2021. You'll need to attach a state-certified PDF copy of your child's birth certificate to complete the application. By mid-October, a TE Liaison Officer (TELO) from Human Resources will confirm your eligibility and connect with you via email with next steps in the TE process.
- **Step 2:** Once eligibility is confirmed, the TELO will provide you with information on how to complete the TE EZ Online Application (Please note: this form cannot be completed until you receive confirmation of eligibility).
- **Step 3:** Apply for admission to the participating school of interest according to the school's published application deadlines (these deadlines usually fall after October 1 certification deadline). Admission decisions are made without reference to TE eligibility, but applicants are encouraged to apply for admission as early as possible since the scholarships are competitive and limited.

### What happens next?

**If your student is granted admission to one or more TE schools**, each institution will then evaluate the applicant's academic merit as a possible TE scholarship recipient. Note that early admission does not mean the TE decision will be made earlier than the published TE announcement date on the TE website.

**If your student is awarded a TE scholarship**, the school(s) then notify Luther Seminary and the student. You must notify Human Resources of your decision to accept a TE scholarship by emailing [hr@luthersem.edu](mailto:hr@luthersem.edu) (note "Tuition Exchange" in the subject line).

**If your student is not granted a TE scholarship**, you can reapply the following year as long as you remain eligible under the conditions listed above and the member school does not limit the scholarship to incoming freshmen only.



Tuition Exchange is a tuition scholarship program available through **more than 700** prestigious advanced education institutions around the world.

- **The value of the Tuition Exchange** scholarship is \$39,000/year or basic tuition, whichever is less.
- **All staff/faculty members** and their immediate family are eligible to apply. \*
- **Pursue any interest** at a school with that specialty.
- **Post-graduate degrees** are available at some schools.
- **Automatically renews** for eligible students to cover a total of four years.
- **Friendly liaison officers** to provide guidance.
- **Easy application** process online.

**Contact** your Tuition Exchange Liaison Officer to get started.

\*Each school has different eligibility guidelines.

[tuitionexchange.org](http://tuitionexchange.org)

## TUITION SCHOLARSHIP

# UP TO \$39,000

