Tuition Exchange Program Policy for 2027 - 2028

EXPORTS (Dependents of Tulane University Faculty/Staff)

General Information

Tulane is currently a member of the Tuition Exchange Program (www.tuitionexchange.org), a consortium of over 600 colleges and universities that offer scholarships to the dependents of faculty and staff employed at member institutions. As a member of the consortium, Tulane has agreed to maintain a balance between the number of students sponsored by Tulane ("exports") and the number of Tuition Exchange scholarships awarded to admitted Tulane students sponsored by other member institutions ("imports"). Each year Tulane University determines the number of imports to be offered a scholarship by Tulane and the number of Tulane faculty and staff dependents who may be considered as export students from Tulane. Tuition Exchange Scholarships are available for **undergraduate study only**.

It is important to understand that Tuition Exchange Scholarships are competitive and not guaranteed. Students who are sponsored by Tulane are only eligible to compete for Tuition Exchange Scholarships at member institutions and are not guaranteed either admission to a member institution or the award of a Tuition Exchange Scholarship even if the student is admitted. It is important to understand that host institutions use their own criteria to determine the winners of the Tuition Exchange Scholarships at their institutions, and that the host institution determines the value of the scholarships that they award.

Eligibility

At Tulane, qualified faculty, and staff dependent child/ren who plan to enroll in college as full-time undergraduate level students are eligible to apply for participation in the Tuition Exchange Program. Dependent child/ren are defined as the biological, adopted or stepchild who is also claimed as a dependent on the qualified Tulane employee parent's tax return. Qualified employees include full-time faculty upon employment and full-time staff members after three years of continuous employment.

Application

There are TWO DEADLINES that must be met with Tuition Exchange applications: one for the host school (import application) and one for Tulane (export application). PLEASE immediately obtain the import application deadlines associated with each host institution, which in many cases precede Tulane's deadline.

The member institution for which application is made may set their import **application deadline** earlier (check with the school) than Tulane's **January 15** deadline. Export applications for students (dependent children or stepchildren of Tulane faculty and staff members) applying for initial or continuing scholarship will be available by **October 15** of the academic year just prior to the academic year for which the scholarship is sought. For example, the scholarship application for the academic period of 2027 - 2028 will be available by October 15, 2026. Tuition Exchange Applications must be completed and submitted to the Office of University Financial Aid by **January 15** to be considered for sponsorship (processing is open October 15-December 15, and then again from January 3-January 15). Please note that applications submitted after December 15, 2026, will be processed after January 3, 2027, due to the University's closure for Winter Recess. **Announcements** regarding **Tuition Exchange Export Sponsorship** will be made on a continuous basis by **January 31**.

Tuition Exchange application and export certification after the **January 15** deadline, must contact the Tulane University Tuition Exchange Liaison (TELO), ***Cherie Plaideau*** at ccollet@tulane.edu to request access. Additionally, certification of Tuition Exchange Export applications submitted after the **January 15** deadline may be subject to denial.

Tuition Exchange Scholarship Export Policy for 2027-2028

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Application steps to be completed by the student applicant:

- Create a ***Tuition Exchange Account*** **Apply for a TE Scholarship**
- Complete the ***Tuition Exchange EZ Application*** for the *2027-2028* application year **Apply for a TE Scholarship**

Application steps to be completed by the parent employee applicant:

- Submit a copy of your ***2025 U.S. Individual Tax Return (Form 1040)*** *qualified* ***Dependent*** *list. (Only submit a copy of the page with your dependent information. Remove or cover your income data.)*
- Review the complete ***Tulane University Export Policy*****.** Submit your signed ***Acknowledgement***.
- Submit your documents to **TUITIONEXCHANGE@tulane.edu** with the ***Subject: Tuition Exchange Export Application 2027-2028 – (Employee Name)*****.** Documents may also be submitted in person to the ***Tulane University Financial Aid Office – Gibson Hall, Suite 130***
- Submit application materials by **January 15, 2027**

Optional suggested steps for both student applicant and parent employee:

- Review the ***Tuition Exchange Family Webinars*** - **https://tuitionexchange.org/family-webinars/**
- Submit the ***2027-2028 Free Application for Federal Student Aid (FAFSA)*** - **https://studentaid.gov/** (Available October 2026)

Selection Policy

The number of applicants to be sponsored by Tulane will be determined on a continuous basis by late January. If the number of applicants exceeds the number of available sponsorships, the selection will be based on the length of service of the eligible parent. If more than one dependent child of an eligible employee participates in the program, years of service revert to zero when the first dependent is sponsored. Service years for the second dependent are equal to the number of years of service since the first child was sponsored. If the two dependents of an eligible employee apply in the same year, then years of service may be used for only one of the applicants. If both parents are Tulane employees and are eligible for this benefit, years of service of one parent may be used for one dependent, while the years of service of the other parent may be used for the second dependent child. In the event of ties, a lottery will be used.

Acceptance Deadline

All export students to be sponsored by Tulane must notify Tulane University by **June 1** of their acceptance of a Tuition Exchange Scholarship at a member institution. A copy of the Tuition Exchange Award notice must be forwarded to the Tulane Tuition Exchange Liaison Officer in the Office of University Financial Aid. Students failing to provide this notice will have their certification withdrawn.

Yearly Renewal

Once the student accepts Tuition Exchange Scholarship and begins enrollment at a Tuition Exchange member school, export certification will automatically be renewed annually. Re-certification is good until 4 years (8 semesters) of participation eligibility have been exhausted or until the student graduates, whichever comes first. A change to student enrollment, or a change to Parent employment status should be reported to the Tulane University Tuition Exchange Liaison Officer (TELO) immediately after the change occurs. If the change in Parent employment results in no longer meeting the requirements for participation criteria, then the student's Tuition Exchange Scholarship eligibility will expire at the end of the latest semester of enrollment.

Tulane University - Tuition Exchange Export Applicant Acknowledgement

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By entering your name below, you certify that you understand and agree with the following statements:

1. I have reviewed the ***2027 – 2028 Tulane University Tuition Exchange Program Policy*** for export applicants.
2. I have submitted a copy of my ***2025 U.S. Individual Tax Return (Form 1040)*** *qualified* ***Dependent*** *list*. *(Only submit a copy of the page with your dependent information. Remove or cover your income data.)*
3. I will notify the Tulane University Tuition Exchange Liaison Officer of any change in my employment status, e.g., leave of absence or change in full-time status.
4. I will notify the Tulane University Tuition Exchange Liaison Officer of my dependent's withdrawal, suspension, leave of absence, or any other change in student enrollment status, once awarded a Tuition Exchange scholarship.

Eligible Employee Name (Print) **Tulane Employee ID Number**

Eligible Employee Signature **Date**

v. 10/05/2026