

INFORMATION and PROCEDURES for Tuition Exchange Scholarships

Roger Williams University and Roger Williams School of Law participate in both Tuition Exchange (TE) and Council for Independent Colleges Tuition Exchange Program (CIC-TEP). The programs provide the opportunity for eligible dependent children of faculty and staff to receive undergraduate scholarships at one of the participating member institutions.

The TE and CIC-TEP programs are scholarship programs, not fringe benefits provided by Roger Williams University. Only full-time faculty and staff who have completed six (6) months of employment with the University at the time of application are eligible to apply for participation in the TE and/or CIC-TEP programs. TE and/or CIC-TEP scholarships are not guaranteed. Acceptance for admission at a TE and/or CIC-TEP member institution does not guarantee a TE and/or CIC-TEP scholarship.

If you have a dependent hoping to receive a TE or CIC-TEP scholarship,

1. Start by visiting <https://www.tuitionexchange.org/> to review the lists of participating institutions for TE and CIC-TEP.
2. If the institution(s) your dependent is hoping to attend is listed, please follow the below instructions:

For Tuition Exchange (TE) and Council of Independent Colleges (CIC-TEP)

- Create an account at <https://te.tuitionexchange.org/registration>
- Complete the application. Application is accessible online at [EZ-Application](#) to apply online.

Students (not parents) must create an account using a personal email address that will remain with the student beyond their high school/college careers. Students can log in to check the status of their applications at any time. They will not receive auto-notifications when a school updates their status.

Students can list up to 20 schools on the EZ-Application.

After students submit their EZ-Application, they will not need to re-apply in subsequent years unless they decide to transfer or the parent switches employers.

Applications for exchange scholarships should be submitted concurrently with sending admission applications to the institution, unless otherwise specified by the institution.

As each institution manages their exchange programs differently, you will be notified about admission to the institution according to that institution's deadlines. Exchange scholarship awards are sent by the institution, not Roger Williams University, shortly after admission decisions are made, but usually no later than May 1st.

If you do not receive a decision from the institution, you are encouraged to contact the institution directly. The institution's Tuition Liaison Officer will be able to provide you an update on the award decision.

- Who is the Tuition Liaison and how do I contact them?
 - Visit <https://www.tuitionexchange.org/> or contact the institution directly.

If a scholarship is not awarded and your family member still attends the institution, you can re-apply for a scholarship the following academic year.

Please be mindful of the fact that at most schools TE and CIC-TEP scholarships are competitive and award is not guaranteed. Therefore, it is important to apply for other scholarships and financial aid within specified deadlines.

What Is the Dollar Value of The Scholarship?

TE - Scholarships cover full tuition, or a rate set by Tuition Exchange.

CIC-TEP – Scholarships cover full tuition.

The host institution's commitment to each student is limited to full tuition remission. (Institutions may not grant a partial tuition write-off.) Host institutions may use other tuition-specific student financial aid to offset some of this remission. Students are responsible for all other expenses such as room and board.

For additional information contact the Office of Human Resources.