

# Tuition Exchange Program (TEP)

☑ **Who's eligible:** Dependents of benefits eligible employees after an employee has completed **five years** of uninterrupted **full-time** service with the University by their date of application. 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. Scholarships are limited to full-time undergraduate study programs only.

☑ **To receive the benefit:** You can complete an application via the TEP site. You can find it: TBD- TEP will provide the link sometime in the summer. An application must be submitted by **September 30 of the prior year**. Human Resources will go in and approve your eligibility. Please note that you can apply for the benefit for several months after this date. We strongly recommend holding to the 9/30 date whenever possible to ensure the best possible consideration.

☑ **What to know:** While the benefit is available to all qualified employees as outlined above, this benefit is not guaranteed. Decisions are made based on employee seniority at UNE.

☑ **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. An application must be submitted each year for renewal of the benefit. <https://telo.tuitionexchange.org/apply.cfm>

☑ **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)