

# Hampshire College

## Tuition Exchange Program Guidelines Hampshire College

### **Q. *Who is eligible to apply for a Tuition Exchange Program (TEP) scholarship?***

A. The dependent child of a full-time, benefit-eligible (1.0 FTE) employee who has completed 1 year of continuous full-time employment by the TEP application priority deadline is eligible to apply for the TEP. Should an employee complete 1 year of continuous full-time employment after the priority deadline but before May 31, that person may submit the application after the employment anniversary date for submission to the TEP waiting list for that year.

### **Q. *What is the definition of “dependent child” under the TEP program?***

A. A dependent is any natural, adopted, or stepchild of an employee, an employee's spouse, or an employee's same-sex and opposite-sex domestic partner. The dependent must be unmarried and under age 24 and must be claimed as an employee's dependent for tax purposes in the most recent calendar year; the employee must expect to claim that dependent in the current calendar year.

### **Q. *What are my chances of receiving a TEP scholarship?***

A. There is no guarantee. While the TE Program can provide valuable scholarship opportunities, there is no guarantee that everyone who applies will receive a scholarship. Additionally, each Tuition Exchange member school has its own criteria for awarding scholarships and may determine the number of awards independently. Acceptance into a member school does not guarantee that your child will receive a TE scholarship.

### **Q. *How do we apply for a TEP scholarship?***

A. Applications are made through the [Tuition Exchange's EZ-App Process](#). This is a simplified, electronic application for eligible families. Employees should review the How-to Guide here and take 15 minutes to review the accompanying [podcast](#). It's a quick and helpful step to ensure your application is submitted correctly.

### **Completing a TE EZ-Application is a two-step process:**

1. The **student** (*not the parent!*) applying for consideration for a Tuition Exchange Scholarship must first **create an account**.
2. This will enable the student to log in and **complete the TE EZ-Application**. When filling out the application, make sure to select Hampshire College from the employer dropdown. **Important: DO NOT use the EZ App to apply for Tuition Remission here at Hampshire.**
3. **Save Key Information:** Write down and save the following information as you will need it to track your scholarship application status:
  - Four-digit TE ID
  - Student's birth date
  - Student's email address

**Important Note:** If you need to add more schools to your application, you must submit a new application listing only the additional schools.

### **Q: *How does my dependent child become certified for a TEP scholarship?***

A: To be certified for the Tuition Exchange Program (TEP), the Human Resources office must verify your dependent's tax status and birthdate. Please submit your tax return and your child's ID for verification. After applying through the EZ app portal, Hampshire will receive a notification to

certify eligibility. Submit the required documents as soon as possible to complete the process.

**Q. Can my dependent child receive other Hampshire tuition benefits with the TEP?**

A. No, this opportunity may not be combined with the Hampshire Tuition Grant or Remission program.

**Q. What is the value of a TEP scholarship?**

A. For the 2025-2026 academic year, the Optional Set rate is \$43,000. This means that if the tuition at the participating school is less than this amount, the school must cover full tuition. If the tuition exceeds this amount, the school is required to provide at least the set rate of \$43,000.

**Q. Where can I get more information about the TEP?**

A. A current list of participating TEP institutions is available on the TEP webpage at [www.tuitionexchange.org](http://www.tuitionexchange.org). If you have questions about the TEP at another college, contact the liaison at that college. If you have more questions about the TEP in general, contact Human Resources.

**Q. How can we prepare when considering whether to apply for a TEP scholarship?**

A. The employee needs to research the participating institutions on the TEP webpage at <http://www.tuitionexchange.org>. The employee should contact the Tuition Exchange Liaison Officers at the colleges and universities the dependent child may be considering for admission to ask the following questions:

- How many scholarships will be awarded?
- What are the criteria used to award scholarship?
- What is the dollar value of the scholarship?
- Is preference given to Early Decision admission?
- When is an award notification sent out?
- What are the requirements for renewal?

Please be prepared to share your tax return and your child's ID with HR in order to certify eligibility.

**Need Help?** The Hampshire College policy manual describes this benefit in detail. The Tuition Exchange programs podcast and slides will likely answer most of your questions. For additional support, contact Human Resources.