EZ – App How to...
A guide for families
Available for Tuition Exchange and FACHEX families
Today’s focus

- What you need to know before you begin
- Completing the EZ application
- What’s next
- Tracking my student’s EZ application

Tuition Exchange is the proud host for the **FACHEX scholarship system**. If you are employed at a participating FACHEX school, the EZ application is available at both FACHEX schools and Tuition Exchange schools. If you have questions specific to the FACHEX Program, please contact your FACHEX Administrator directly.
What you need to know before you begin

- Does my employer participate?
- Does my employer require any additional information?
- What are my employer eligibility guidelines?

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• Does my employer participate in the EZ application process?
• Not sure? Check the application at: https://telo.tuitionexchange.org/apply.cfm
• If your employer is listed – you are eligible to utilize the EZ application process.

If your employer is not listed – download the off-line application, complete the application, and forward it to your Tuition Exchange Liaison Officer (TELO) or FACHEX Administrator.
• Does my employer require any additional information?
  • You need to ask this question of your TELO or FACHEX Administrator. Not sure who to email? Check the Tuition Exchange website at:
  • [https://telo.tuitionexchange.org/schools.cfm](https://telo.tuitionexchange.org/schools.cfm) - TE employee click on your employer’s link
  • [https://telo.tuitionexchange.org/fachexschools.cfm](https://telo.tuitionexchange.org/fachexschools.cfm) - FACHEX employee click on your employer’s link

TE Central does not provide the phone number of our TELO’s or FACHEX Administrators. Email is your best communication option! Additional information may be available on the search page. Please take the time to read the entire page!
• What is my employer’s eligibility guideline?
  • Contact your employer.
  • See previous slide for determining your TELO or FACHEX Administrator contact information.

• Consider checking your Employee Handbook and search your campus Intranet – key word search Tuition Exchange, FACHEX, or Tuition Reimbursement.

• Many TELO’s or FACHEX Administrators offer Lunch and Learns or evening programs on your school’s Exchange programs. Be sure to watch your email for information.

• Many employers require a certain length of service to be considered eligible.

• Tuition Exchange or FACHEX is not a guaranteed employee benefit.

• There is no guarantee your student’s application will be selected for Export or Import consideration.

• Your student must be applying for admissions and be admitted before Tuition Exchange or FACHEX funds is considered and potentially extended to your student.
Completing the EZ-application

- The EZ-application requires employee and applicant information:
  - Student’s complete email address;
  - Last 4 digits of the student’s SSN;
  - Employee’s complete email address;
  - Employee’s years of employment;
  - Will the student complete the Free Application for Federal Student Aid? (www.fafsa.ed.gov); and,
  - What schools is the student considering:
    - Students can select a maximum of 10;
    - Student must be applying for admission or be admitted for TE/FACHEX consideration.
FACHEX School Applicants
Use the same application – be sure to select FACHEX schools without the state code for best results.

When completing the EZ application be sure to understand you MUST provide the name of your employer. If you do not find your EMPLOYER listed, you need to contact your employer for next steps. **DO NOT use the EZ application to apply for Tuition Remission.**

To insure you are considered for Tuition Exchange/FACHEX scholarship consideration take a few minutes to review the Guide. A nine minute podcast is embedded in the Guide. It will be nine minutes well spent and may mean the difference between completing a successful tuition assistance application and none at all.
Completing the EZ-application podcast


Select Families

Click here to start the [nine minute podcast](http://www.Tuitionexchange.org)
The EZ-application is found at: [www.tuitionexchange.org](http://www.tuitionexchange.org)

- Select the Families option and click on the carrot to the right of the “s”;
- Select Online application option.
Frequently Asked Questions

Check out the Frequently Asked Questions found inside the Families NEWS section

- What is the deadline to apply? Depends – contact the Export school for their deadline to submit TE applications and make sure to ask the Import schools too.
- I want to add more schools. Then you start a new application listing only the NEW schools.
- My student is no longer interested in a school listed. Contact the EXPORT TELO asking the school be withdrawn.
- What is the status of my dependent’s application? Check the Application Status option online inside the Families Section of the Tuition Exchange website.
- I am considering leaving my current position. What happens to the TE scholarship? When you leave your job, you are no longer an eligible employee. The scholarship will be determined at the end of the current semester or most recently completed semester if you leave during a period of non-enrollment.
- My dependent plans to attend summer school. Typically, schools do not provide institutional funding, i.e., TE scholarships for the summer. If summer school is allowed, it counts as a full semester.
- Both parents work at different colleges. We plan to submit double the TE scholarship applications to improve the chance of receiving a TE scholarship. PLEASE DO NOT do this. Double the applications from various employers does more harm than good. Pick one parent and stick with that parent.
- Why doesn’t the TE search option include majors? Turn the search around – what schools offer my major? Then check out the TE school lists. Is the school a member?
The information in this section is shared with your TELO/FACHEX Administrator and all schools selected.
What’s next

• Once the EZ application is submitted, the screen details the names of the schools the application is to be submitted.

• REVIEW the list confirming that your application includes each school your student is interested in attending.

• The next step is for your employer to certify your EZ application.
  • Approved means your student applications are shared with the school(s) your student selected as a potential IMPORT school.
  • Deny means the employee does not meet your Employers’ eligibility guidelines.

• Emails are sent to both the student and employee if the EZ application is approved for potential export.

• If you discover errors, contact your TE liaison officer – TE Central is unable to help you.

• In the case of denial – only the Employee receives an email
  • Questions about why denied? Contact your employer. TE Central has no knowledge of why.
As your student’s TE or FACHEX application moves through the system, emails generate updating both the student and the employee of action taken.

The system does not generate emails unless action occurs.

If you have questions about the EXPORT process – contact your employer.

If you have questions about the IMPORT process – contact the Admissions Office or TELO/FACHEX administrator at the IMPORT school.

TE Central is unable to provide you any information about your student’s application.

Dear Employee,

Your applications are now recorded and await your employer's approval. The next step will be review and approval or denial by your employer. If you have questions about next steps, please contact your Liaison Officer.

Liaison Officer
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Tracking my student’s EZ application

To track the EZ application is to use the Application Status option.

Be sure to record EXACTLY what TE ID you assigned, the student’s birthday entered, and the student EMAIL supplied. All three must match perfectly to access the account.

Don’t remember, contact your TE Liaison Officer where the eligible employee works. DO not call TE Central. Due to the nature of the information, TE Central cannot assist.

Continuing Student renewals can be tracked inside the Continuing Student option.

DO NOT complete a new TE application unless

1. The student is planning to transfer, or
2. The eligible employee has a new TE employer
Use the student id information entered on the student’s application to access your EZ app account.

Should questions arise, contact the correct TELO or FACHEX Administrator.
The link for administrator’s contact information is:
https://telo.tuitionexchange.org/schools.cfm  - TE employee
click on your employer’s link;
https://telo.tuitionexchange.org/fachexschools.cfm  - FACHEX employee click on your employer’s link.
Below is an example of what you might see inside your student’s EZ App status.

<table>
<thead>
<tr>
<th>Student</th>
<th>Exporting School</th>
<th>Attending School</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>dodson, janet</td>
<td>University of Mary</td>
<td>Santa Clara University</td>
<td>Withdrawn</td>
</tr>
<tr>
<td></td>
<td>Hardin-Baylor - TX</td>
<td>- CA</td>
<td></td>
</tr>
<tr>
<td>Dodson, JD</td>
<td>University of Mary</td>
<td>Santa Clara University</td>
<td>Application Denied</td>
</tr>
<tr>
<td></td>
<td>Hardin-Baylor - TX</td>
<td>- CA</td>
<td></td>
</tr>
</tbody>
</table>

HINT! Both the EXPORT and ATTENDING school names are hyperlinks. By clicking on the link, you are directed to the TE Overview page.
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• We hope you found the information shared valuable.
• Again, if questions arise, contact your Tuition Exchange Liaison Officer or FACHEX Administrator.