EZ – App How to… A guide for families

AVAILABLE FOR TUITION EXCHANGE AND FACHEX FAMILIES

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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 in the EZ-App process?

Does my employer require any additional information?

- I.e. most recent 1040 confirming dependent is claimed

What are my employer eligibility guidelines?

- Check your Employee Handbook or with your TE Liaison Officer

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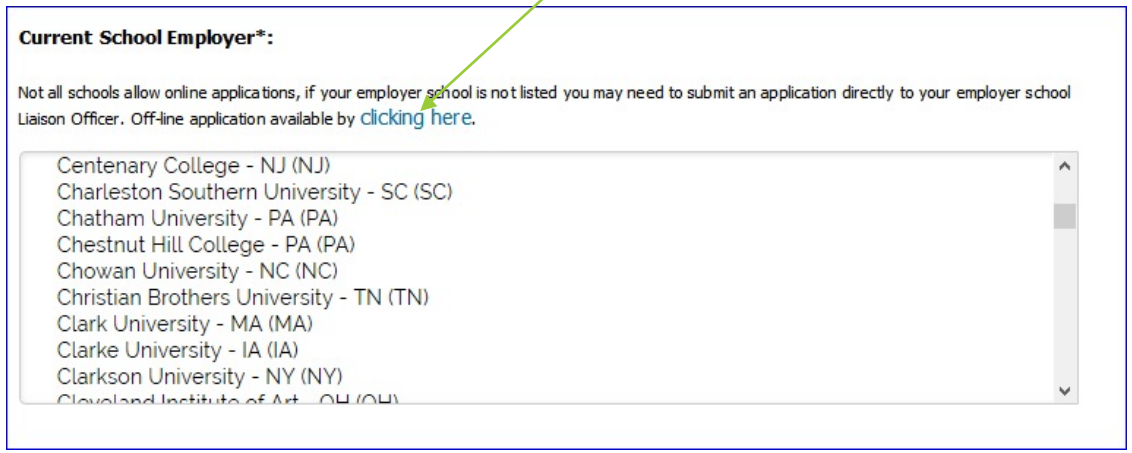
Does my employer participate in the EZ application process?

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.

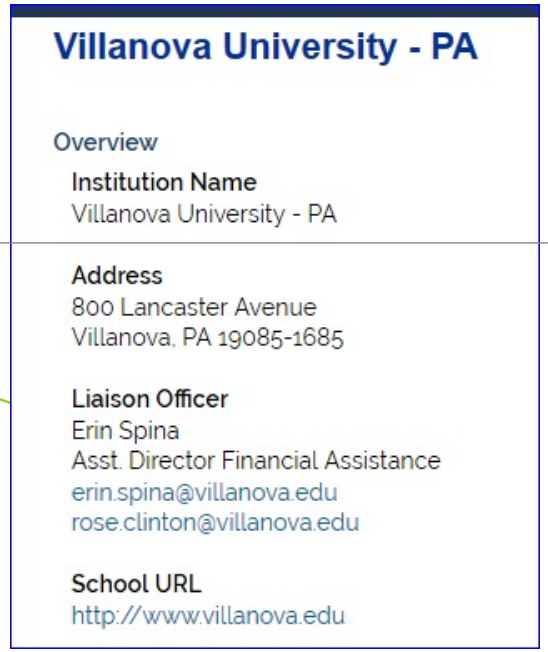


Does my employer require any additional information?

- 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 - TE employee click on your employer's link

https://telo.tuitionexchange.org/fachexschools.cfm - FACHEX employee click on your employer's link



Villanova University - PA

Overview

Institution Name
Villanova University - PA

Address
800 Lancaster Avenue
Villanova, PA 19085-1685

Liaison Officer
Erin Spina
Asst. Director Financial Assistance
erin.spina@villanova.edu
rose.clinton@villanova.edu

School URL
http://www.villanova.edu

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.

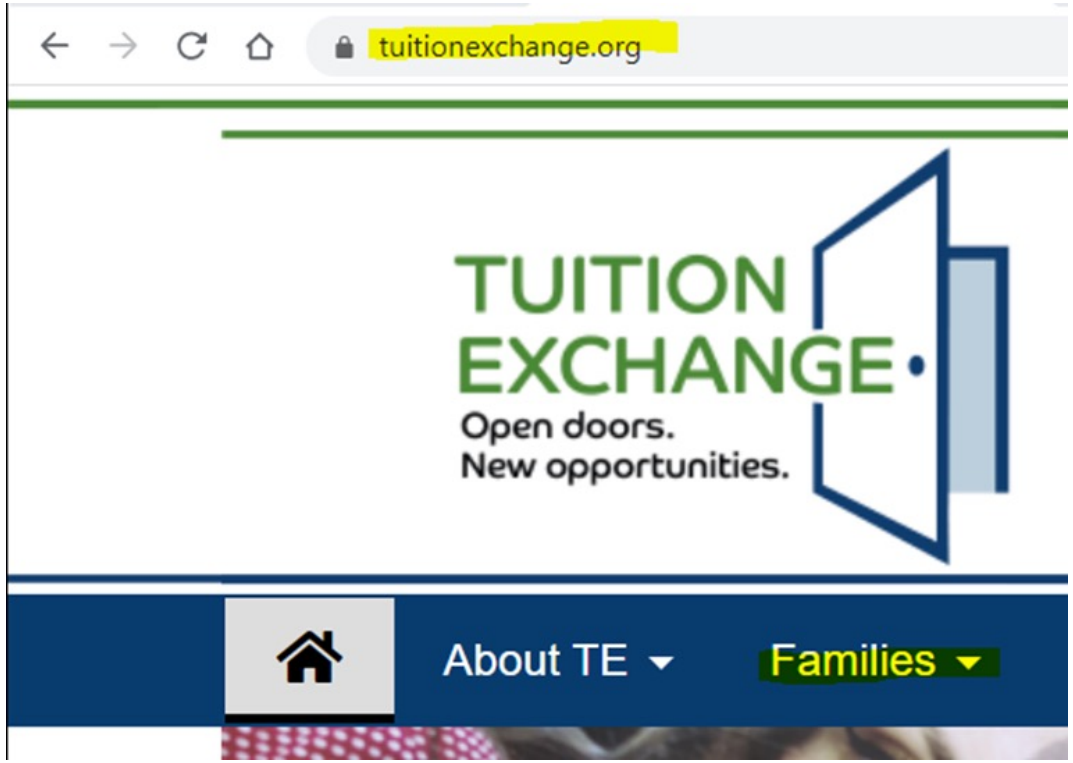
Many TELO's or FACHEX Administrators offer Lunch and Learns or evening programs on your school's Exchange programs. Be sure to watch your email for information.

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 are considered and potentially extended to your student.



- Scholarship Award Process
- Tuition Opportunities
- Map of Tuition Exchange Member Schools
- Tuition Exchange Member Schools
- Tuition Exchange School Search
- EZ-application instructions and podcast
- Online Application
- Application Status

TE-EZ App online location

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 Schools

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.

Families

Home / Families / EZ-application instructions and podcast

EZ-App A how to guide for families

Tuition Exchange is pleased to announce the availability of the EZ app. The EZ electronic application is for eligible families and their dependent(s). Not sure if you are eligible? Contact your Tuition Exchange Liaison Officer or FACHEX Administrator.

Completing the EZ-application podcast

Click here to start the nine minute podcast

Before jumping into the application – please take three minutes to review the instructions .

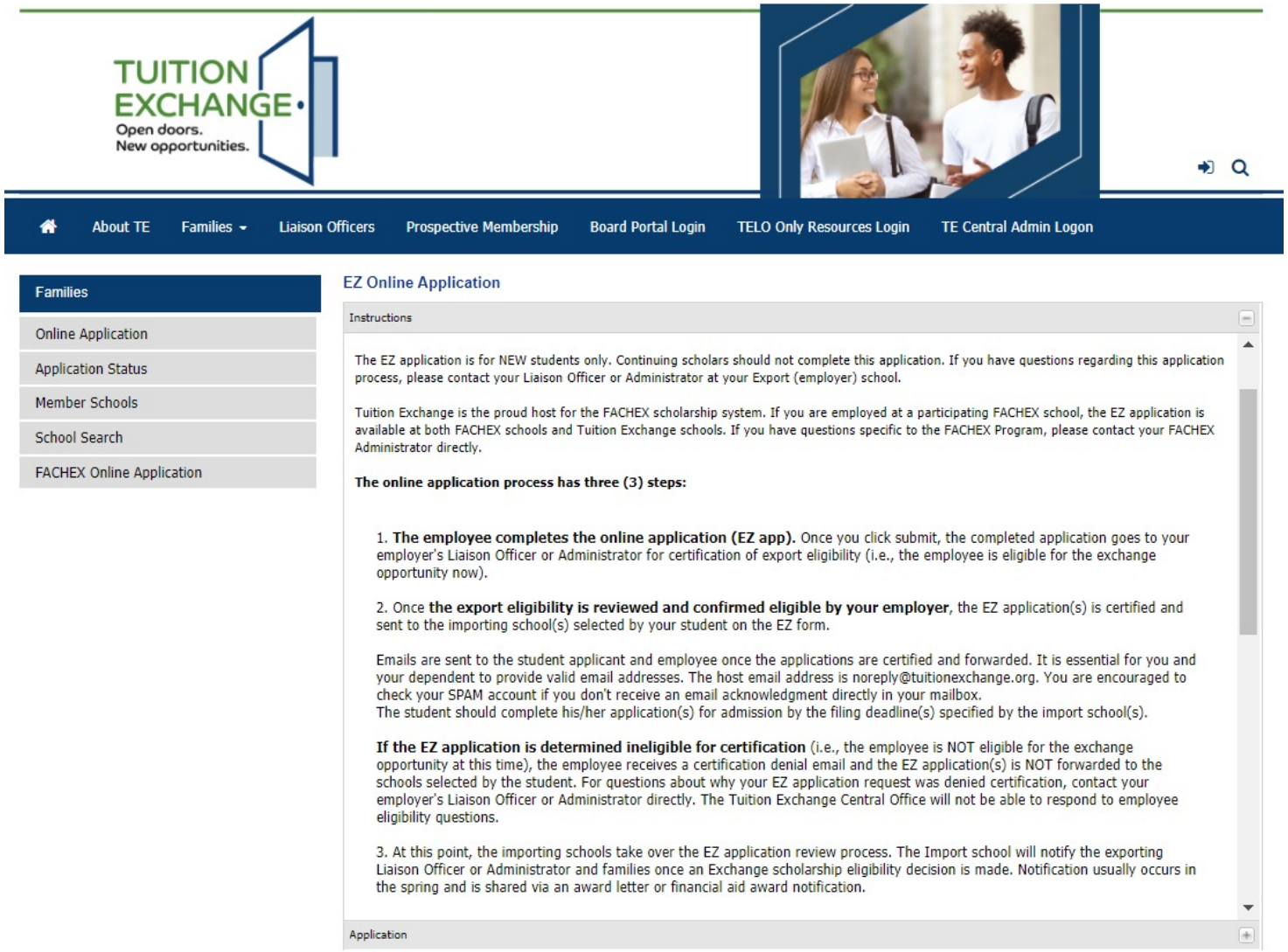
Answers to the most asked questions are detailed on the following slide.

Better yet, take nine minutes to listen to the podcast

The EZ-application is found at: www.tuitionexchange.org

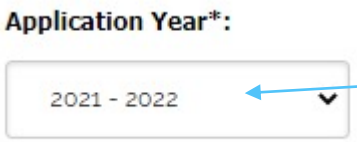
Select the Families option

Then select the Online application option.



Start here to complete the EZ app

Frequent TE- EZ app Errors

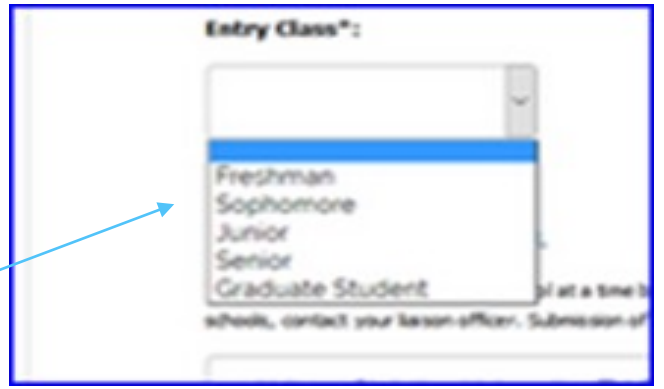


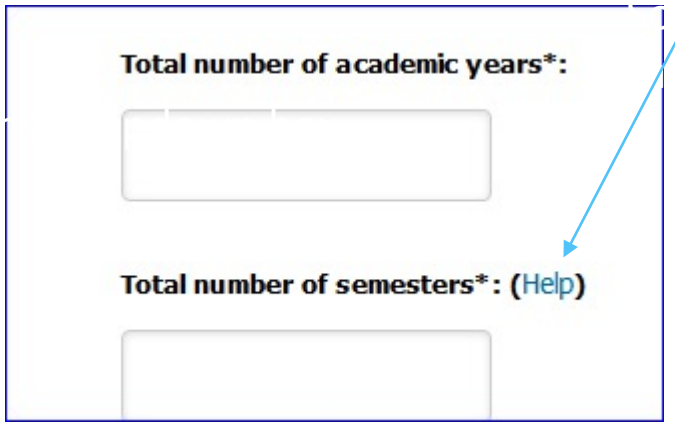
Most students are seeking TE scholarships for 2021-22

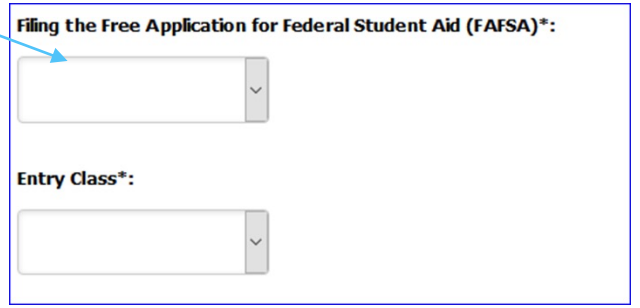
Use the help option to clarify

The student's entering college class

Will the family complete a FAFSAA?







Other important items

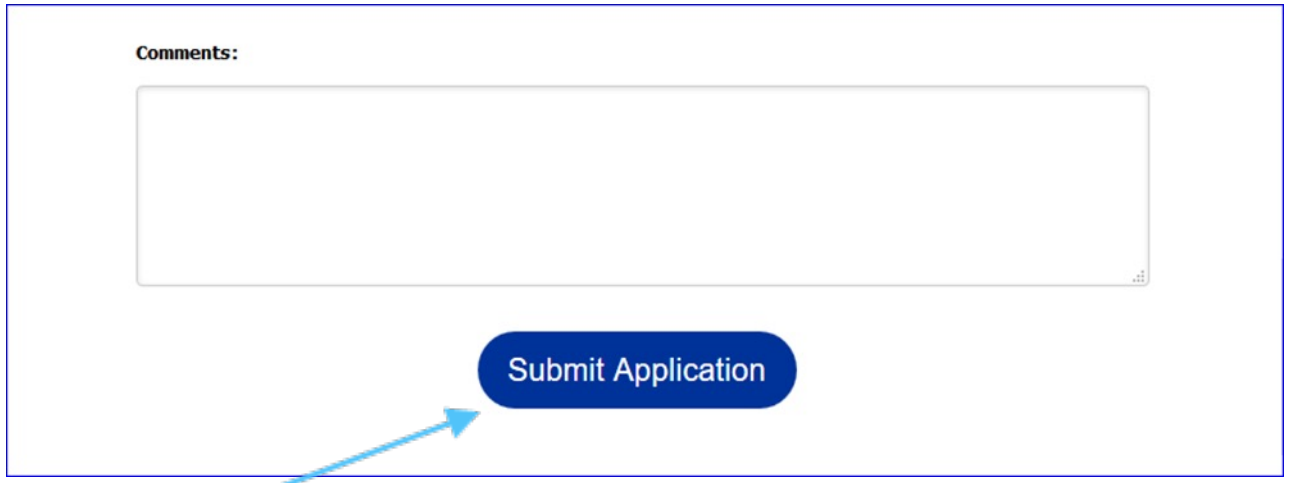
The EZ app limits the application options to 10

Should you need more than 10 visit with your TE Liaison Officer directly

Tuition Exchange is a scholarship – not an employee benefit

If your application is submitted correctly AND all emails are valid both parent and student receive confirmation emails

Don’t forget to Submit the application



The information is then shared with your TELO/FACHEX Administrator. The TE Liaison Officer/FACHEX Administrator reviews the applications for your employer’s decision based on your employer’s guidelines.

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.

- There are several schools with similar names – be sure you selected the correct school in the right state.

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 **potentia**l 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.

Tuition Exchange is a scholarship program NOT an employee benefit.

Even in the case of your employer agreeing to EXPORT does not mean the IMPORT school will fund the student. There are no guarantees in the Tuition Exchange program.

Timing of Admission Applications and TE/FACHEX Scholarship Applications

Timing of Export approval is up to the EXPORT TELO or FACHEX Administrator.

It is important that your student submits all admissions applications and required documents timely to the schools where the EZ app submitted.

Generally TE or FACHEX applications without a corresponding admissions application are not reviewed or offered any Exchange funding opportunities.

Email example

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.

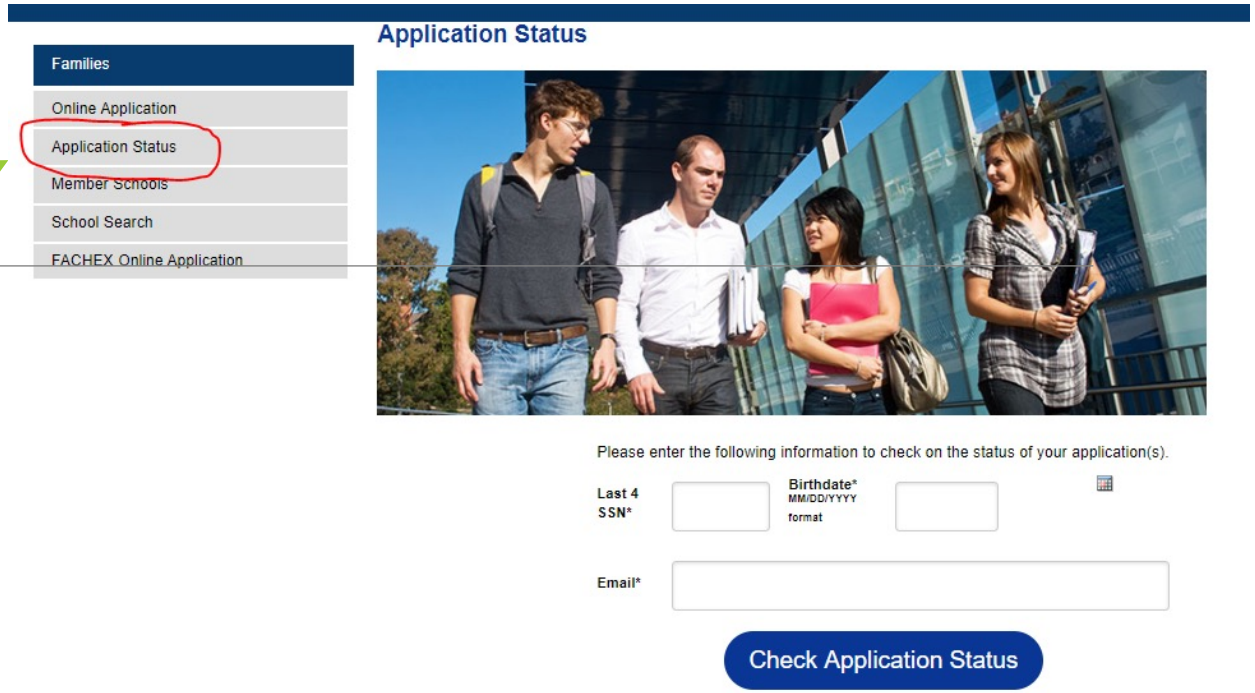
Dear Employee,
Your applications are now recorded and await your employer's approval. The next step will be review and approval or denial by your employer. If you have questions about next steps, please contact your Liaison Officer.

Liaison Officer
Mr. Robert Shorb
Tuition Exchange (The)
3 Bethesda Metro Center, Suite 700
Bethesda, MD 20814

jdodson@tuitionexchange.org
klev@tuitionexchange.org;rshorb@tuitionexchange.org

The Tuition Exchange | 3 Bethesda Metro Center – Suite 700 | Bethesda, MD 20814 | 301-941-1827 | info@tuitionexchange.org

Tracking my student's EZ



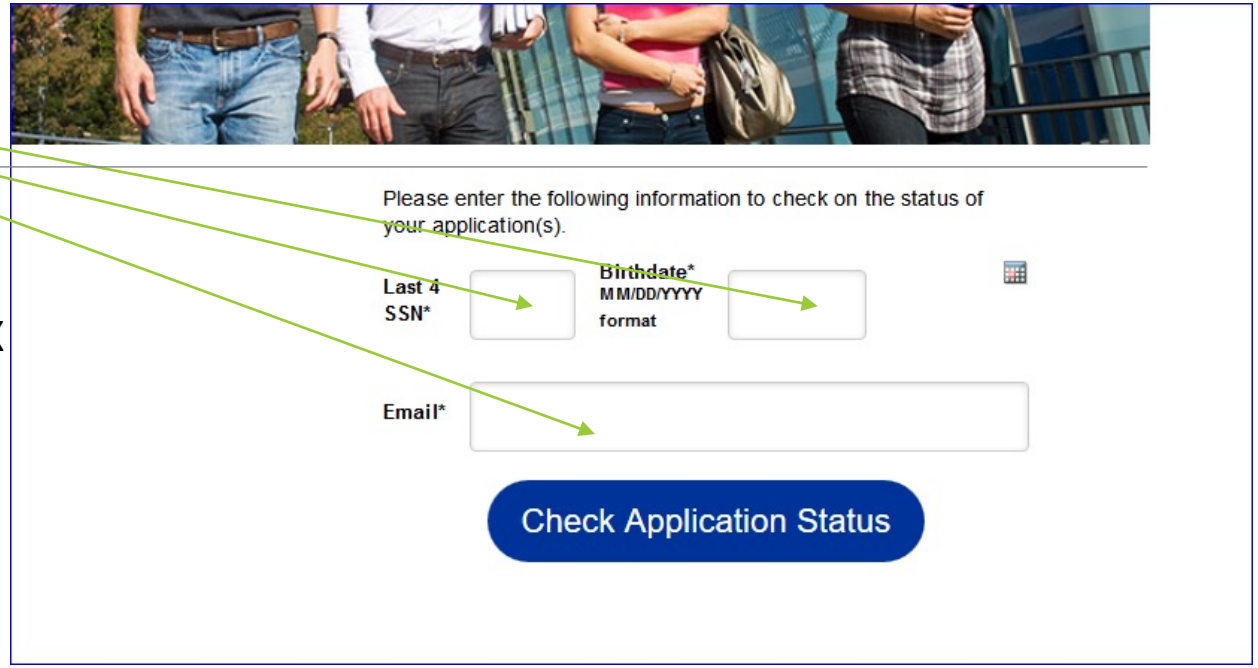
Another way to track the EZ application is to use the Application Status option.

The information entered is student information and must be EXACTLY the same as the information entered on the EZ application

If you are having difficulty connecting with the app, contact YOUR TE Liaison Officer or FACHEX Administrator. TE Center will not provide information.

As mentioned on the prior slide and provided you entered valid emails on the EZ application, the student and employee receives emails as application action occurs.

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 provided below:

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.

Student	Exporting School	Attending School	Status
dodson, janet	University of Mary Hardin-Baylor - TX	Santa Clara University - CA	Withdrawn
Dodson, JD	University of Mary Hardin-Baylor - TX	Santa Clara University - CA	Application Denied

A key to understanding the individual status is found directly below the student information

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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