

- 1. How do institutions make their selection for the Tuition Exchange Program (TEP)?**  
All institutions determine their own procedures and criteria for selecting applicants. Most institutions select applicants on a first-come/first-serve basis, academic merit, financial need, or a combination of the three.
- 2. What are my chances of being accepted for TEP?**  
Chances vary widely among institutions and from year to year. The number of applications received, the openings an institution has budgeted for, the method of selecting applicants, and other factors all influence the chances of being accepted.
- 3. Where can I find information about the schools that participate in the TEP with Chowan University?**  
Please consult the following websites of the tuition exchange programs that Chowan University is a member of:  
North Carolina Independent Colleges and Universities - [www.ncicu.org](http://www.ncicu.org)  
The Council of Independent Colleges - [www.cic.edu](http://www.cic.edu)  
The Tuition Exchange - [www.tuitionexchange.org](http://www.tuitionexchange.org)
- 4. What is an import in the TEP?**  
A student is classified as an import if they are a dependent of an eligible employee at a participating TEP school who will be attending Chowan University as part of the TEP.
- 5. What is an export in the TEP?**  
A student is classified as an export if they are an eligible dependent of a Chowan University employee enrolled at another institution as part of the TEP.
- 6. How is "dependent" defined?**  
"Dependent" is generally defined using the Federal tax definition. However, with divorces, deaths, etc., exceptions are sometimes made at the discretion of the exporting institution. When in doubt, contact your institution's liaison officer.
- 7. What is covered under the TEP benefit?**  
The benefit covers the full cost of tuition. Students are responsible for all non-tuition charges—fees, room, board, and books—at the institution in which they enroll.
- 8. Who is eligible for the benefit?**  
TEP may be used by any full-time employee at a participating institution. Employees should contact the TEP liaison at his/her home institution for specific eligibility guidelines. Student applicants must be admissible at the host/importing institution in accordance with regular institutional admission standards and must comply with all of the host institution's financial aid policies and procedures. Applicants must maintain good academic and social standing and satisfactory academic progress.

**9. Should I apply for college admission before, after, or simultaneously with applying for the TEP benefit?**

Students should submit their TEP application simultaneously with their application for college admission. Each institution sets its own criteria for selecting applicants, but since many institutions select applicants on a first-come/first-serve basis, it is recommended that you submit your admissions and TEP applications as soon as possible.

**10. Am I required to disclose my other financial aid awards to the importing institution?**

Yes, student applicants are required to submit all financial aid awards to the host/importing institution.

**11. Once I'm accepted into the program, is my renewal guaranteed?**

While students usually receive the benefit for four years, it is not guaranteed. The student must continue to meet the college's academic standards, both institutions must remain as participants in the program, and the employee must continue to meet the eligibility requirements of the benefit. Students in good standing are automatically eligible for up to three years of annual renewal of tuition remission for undergraduate study (for a total benefit of four years or eight semesters), or whichever comes first.

**12. What happens to my benefit if the employee becomes ineligible for the benefit in the middle of a term?**

The benefit will cease at the end of the term.

**13. Is the TEP benefit taxable?**

The TEP benefit itself is not taxable. However, you should contact your tax advisor for details on what is taxable.

**14. What happens to the other types of financial aid that I receive?**

The complex nature of financial aid programs requires that many factors be taken into consideration. If the aid program is specific to tuition, the student may not obtain additional money (since TEP covers full tuition). If however, the aid can be used for other educational expenses, it is at the discretion of the institution to allow the additional aid to offset the TEP benefit or to be used in addition to the TEP benefit.

**15. I was told I am approved for the TEP benefit. Should I expect something in writing from the host/importing institution?**

Yes, students can expect a formal letter from the importing institution that outlines the value of the benefit and any terms and conditions for receipt and/or continuation of the benefit.