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?

▸ 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.

Current School Employer*:

Not all schools allow online applications, if your employer school is not listed you may need to submit an application directly to your employer school Liaison Officer. Off-line application available by clicking here.

Centenary College - NJ (NJ)
Charleston Southern University - SC (SC)
Chatham University - PA (PA)
Chestnut Hill College - PA (PA)
Chowan University - NC (NC)
Christian Brothers University - TN (TN)
Clark University - MA (MA)
Clarke University - IA (IA)
Clarkson University - NY (NY)
Cleveland Institute of Art - OH (OH)

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- 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!

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- 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.

- 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 in order for TE/FACHEX consideration.
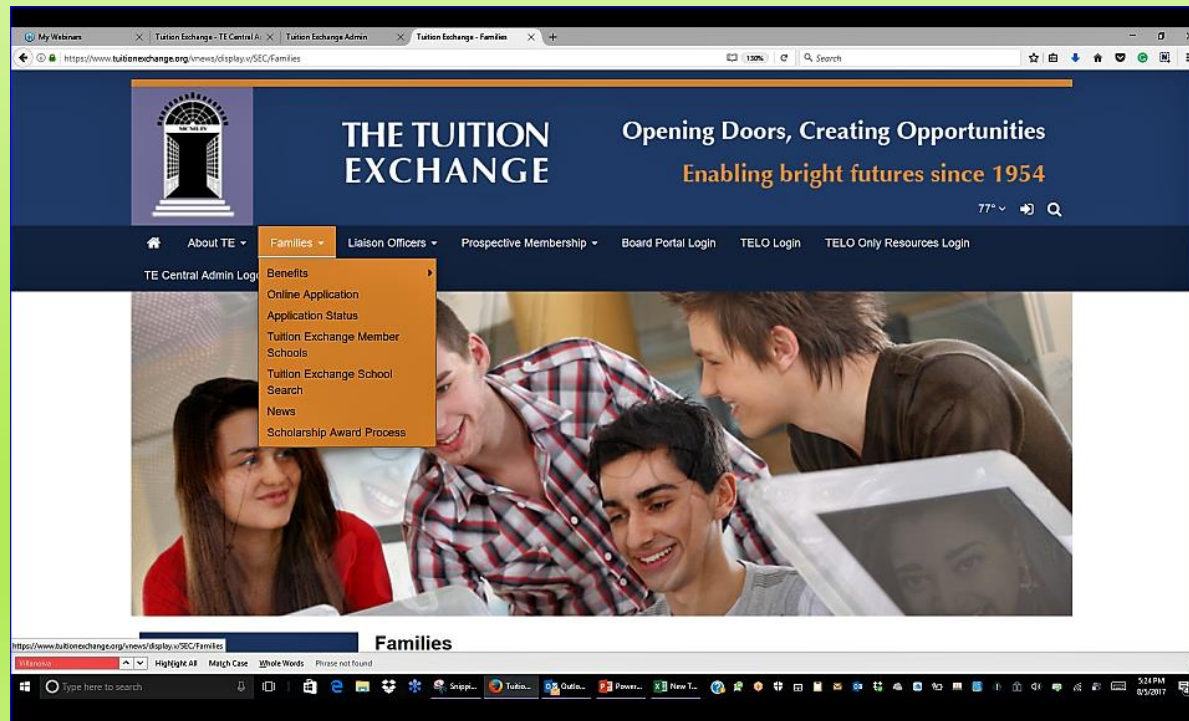
COMPLETING THE EZ-APPLICATION

FACHEX Schools

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- If you have questions specific to the FACHEX Program, please contact your FACHEX Administrator directly.

COMPLETING THE EZ-APPLICATION PODCAST

[Click here to start the nine minute podcast](#)

THE TUITION EXCHANGE

- About TE ▾
- Families ▾
- Liaison Officers ▾
- Prospective Membership ▾

TE Central Admin Log

- Benefits ▶
- Online Application
- Application Status
- Tuition Exchange Member Schools
- Tuition Exchange School Search
- News
- Scholarship Award Process

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

▸ Select the Families option and click on the carrot to the right of the "s";

▸ Select Online application option.

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

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FREQUENTLY ASKED QUESTIONS

Application Year*:

2020 - 2021

Application year
Select the year the student
plans to begin his college career.

Total number of academic years*:

Total number of semesters*: (Help)

College Academic year
Freshman 4 years;
Sophomore 3 years;
Junior 2 years; and, Senior 1 year.

Number of College semesters
Freshman 8 semesters;
Sophomore 6 semesters;
Junior 4 semesters; and, Senior 2 semesters.

Use the dropdown box

Entry Class*:

Freshman
Sophomore
Junior
Senior
Graduate Student

Yes or No
www.fafsa.ed.gov

Filing the Free Application for Federal Student Aid (FAFSA)*:

Entry Class*:

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OTHER IMPORTANT ITEMS

elected.

...e school at a time by holding down ctrl and clicking multiple schools. If you require s...

...ficer. Submission of multiple applications could result in a decline from your employe...

...University -TX (TX)
... - NY (NY)
...I (MI)
...ge - GA (GA)
...iness - IA (IA)
...ersity in Ifrane - MR (MR)
...rersity - AK (AK)
...l - NY (NY)
...I (MI)

- ▸ Student's may select a maximum of 10 IMPORT schools.

- ▸ You <u>must continually hold down</u> the Control button if your application is to be sent to more than ONE school

- ▸ If you need that you made an error – contact your TE Liaison Officer. TE Central will not make any corrections.

- ▸ The EZ app works in Windows best

FINAL STEP

Comments:

Submit Application

The information in this section is shared with your TELO/FACHEX Administrator and all schools selected

Don't forget to click SUBMIT!

If you haven't already viewed the podcast – click here now.

- 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.

WHAT'S NEXT

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 is submitted.

Generally TE or FACHEX applications not having a corresponding admissions application are not reviewed or offered any Exchange funding opportunities.

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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

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.

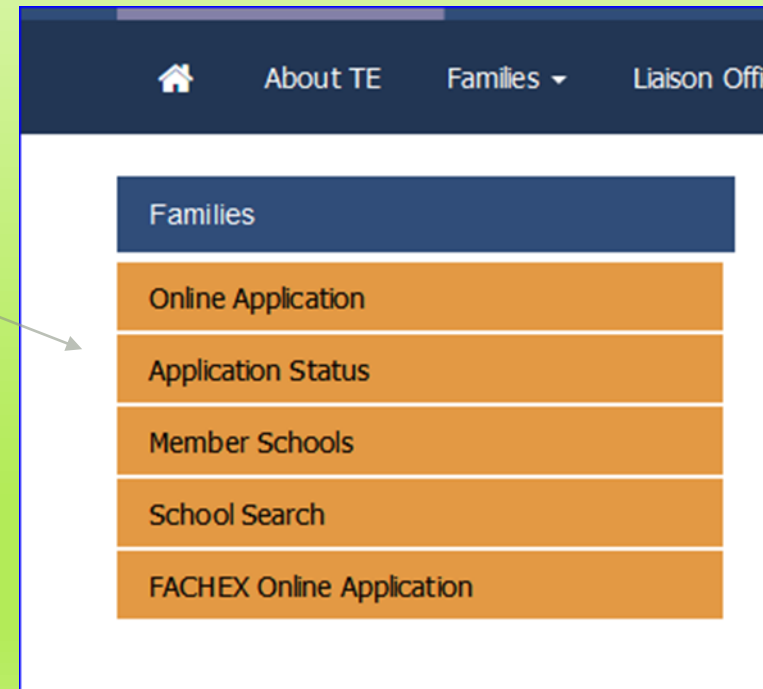If you have questions about the EXPORT process – contact your employer.

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.
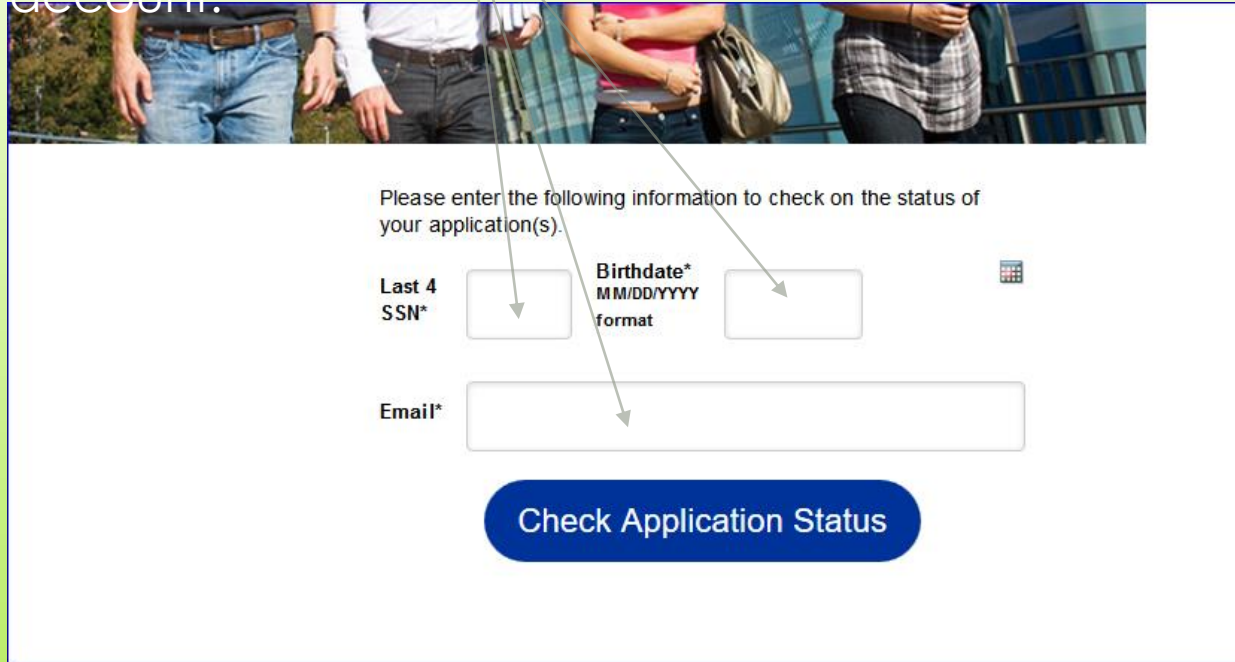
TRACKING MY STUDENT'S EZ APPLICATION

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

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.

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Use the student id information entered on the student's application to access your EZ app account.

Please enter the following information to check on the status of your application(s).

Last 4 SSN*   Birthdate* MM/DD/YYYY format

Email*

Check Application Status

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.

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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

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 FACHE Administrator.

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