

STEPS TO APPLY FOR THE TUITION EXCHANGE PROGRAM AND TUITION GRANT. (Please Note:

application for the Tuition Exchange Program must be made first, with a formal denial/approval from the school to which you have applied for the Tuition Exchange, before you can apply for the Tuition Grant. There is no longer a one year waiting period to be eligible to apply for the Tuition Exchange Program.)

1. If the College or University is a participant of the Tuition Exchange Program, application to the Tuition Exchange Program must be submitted to Human Resources in the fall of your dependents senior year of high school no later than December 1 via https://hws.formstack.com/workflows/dependent_tuition_exchange_eligibility. You will need to identify on the application, the schools to which your dependent will apply. Please visit www.tuitionexchange.org for a list of participating schools. Once submitted electronically, the application is automatically sent to HR for processing.
2. Human Resources will review the application to determine if your dependent is a qualifying benefits eligible dependent per IRS regulations.
3. If your dependent is determined to be a benefits eligible dependent per IRS regulations, the respective Tuition Exchange Program application is forward by Human Resources to the Hobart and William Smith Financial Aid Office for processing. The HWS Financial Aid Office will act as a liaison between you and the respective school to which you are making application to the Tuition Exchange Program.
4. The school to which you have made application for the Tuition Exchange Program will notify you directly of approval or denial.
5. If the application for the Tuition Exchange Program is approved, and a tuition balance remains, you may then apply for the Tuition Grant via https://hws.formstack.com/forms/dependent_tuition_grant_payment_request_form. Once you submit electronically the application is automatically sent to HR for processing.
6. If the application for the Tuition Exchange Program is denied, you may then apply for the Tuition Grant https://hws.formstack.com/forms/dependent_tuition_grant_payment_request_form The Tuition Exchange Program denial letter must be included with the application for the Tuition Grant. Once you submit electronically the application is automatically sent to HR for processing.
7. Human Resources will determine the amount of the Tuition Grant award per HWS policy and notify you via email of the final determination.
8. Human Resources will process the Tuition Grant award via Uni Market. Tuition Grant award payments will be made directly to the school at which your dependent will be attending.