

TUITION EXCHANGE INTENT TO APPLY

*This application should be completed, with as much information as possible, before October 31. Each school has their own due dates for Tuition Exchange applications. Please review *The Tuition Exchange* (<https://telo.tuitionexchange.org/schools.cfm>) or *The CIC Tuition Exchange* (<https://www.cic.edu/about/members/tuitions-exchange-program>) for participating schools and due dates.*

Employee Information

Name: _____

Date of Hire: _____ Department: _____

Dependent Information

Name: _____ Date of Birth: _____

Last 4 of Soc. Sec. No.: _____ Relation to Employee: _____

Email Address: _____

College/University Information

Name of Schools being considered: _____

Is this the school your child will be attending? ____ Yes ____ Unsure

Important: *The Tuition Exchange program is a balanced program where VWU dependents going to other institutions may not exceed the number of students on the Program who are coming to Virginia Wesleyan. It is administered on a first come, first served basis, so it is to your advantage to apply with the program as early as possible. If there is a chance your dependent might attend a school that is in the *Tuition Exchange* program or if you have questions about this Program, please contact the Financial Aid Office (ext. 3345) as soon as possible.*

Employee Signature: _____ Date: _____

Print Name: _____

Please refer to Policies and Guidelines for Tuition Remission, and Exchange Programs, in your Faculty Handbook/Policy & Procedure Manual for details about this benefit.

Questions? Contact the Financial Aid Office for information about the Tuition Exchange Program.

Contact the Human Resources Department for information the Tuition Remission Program.

Return completed form to Human Resource Department prior to October 31.

Human Resources Director _____

Date: _____

Date sent to Financial Aid: _____