

Return to:
HUMAN RESOURCE MANAGEMENT
Duquesne University, Fisher Hall
Pittsburgh, PA 15282-0301
(412) 396-5105

TUITION EXCHANGE, INC. (TE) &
COUNCIL OF INDEPENDENT COLLEGES (CIC)
TUITION REMISSION APPLICATION
Academic Year 2009-2010

(PLEASE TYPE OR PRINT)

1. Student Name: _____ SS# _____

2. Address: _____

City

State

Zip Code

3. Home Phone Number: (____) _____

3. School(s) of interest: Please list eligible school(s) as well as your status with the school(s). (Please only list school(s) you will be applying to)

4. School(s) (List in order of preference)

<u>Name</u>	<u>State</u>	<u>Enrolled</u>	<u>Accepted</u>	<u>Applied</u>	<u>Will Apply</u>
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Year in College for 2009-2010: _____

6. Student's Status: Is the student a **Dependent Child**** of a Full-Time Faculty Member / Administrator / Employee?
 yes no ** Dependent means claimed as exemption on Federal Tax Return.

7. Is the student **under** age 24? yes no Date of Birth: _____

8. Employee's Name: _____ SS# _____

9. Employee's Department: _____

10. Employee's beginning date of full-time employment: _____ / _____ / _____
month day year

Student Signature

Employee Signature

Department Head Signature

Date

PLEASE READ IMPORTANT INFORMATION ON REVERSE

11. **(for Human Resource use only)** Employee's beginning date of full-time employment: _____ / _____ / _____
month day year

Signature – Human Resources

Date

GENERAL INFORMATION

1. **PROGRAMS & APPLICATION:** New and renewal applications must be filed annually by **December 1st** for tuition remission programs offered through Tuition Exchange, Inc. (TE) and the Council of Independent Colleges (CIC).
2. **ELIGIBILITY / ORDER OF SELECTION:**
 - A. Eligible renewal candidates.
 - B. Full time **undergraduates** who are
 1. planning to enroll as full time students for the entire academic year
 2. dependent children of full time employees
 3. spouses of full time employees
 4. full time employees
 - C. Full time **graduates** – only if importing school permits – in same order as above.
3. **QUOTA:** Should the quota system of the program(s) prohibit approval of all applications, selection will be made based on employee's length of full time service with the University.
4. **IMPORTANT DATES:**
 - A. Applications must be submitted to Human Resource Management in time to be received by Financial Aid Office by the **December 1st** deadline. Timely submission of forms is imperative since decisions must be based on employee's length of full time service with the University.
 - B. Decisions will be made and students notified by **December 20th**.
 - C. Signed acceptance from selected applicants must be returned to the Financial Aid Office by **April 1st** or award will be cancelled.
5. **LIMITS:** Only one family member at a time may participate in the program.
6. **ADMISSION TO HOST SCHOOL:** Students are responsible for meeting admission requirements and being accepted as tuition exchange students by the host institution. Students must also submit a copy of admission letter to the Financial Aid Office no later than **April 1st**.
7. **WAITING LISTS:** Applications which could not be approved due to the quota system will be placed on a waiting list and be processed should spaces become available. A Secondary waiting list will be maintained for applications not received by Financial Aid on time. These will be processed in order of receipt should spaces become available, with no other factors such as employee's length of service being considered.
8. **WEBSTES:** Connect to the internet at www.tuitionexchange.org or www.cic.org to review a current listing of participating institutions.

Any questions about the Tuition Exchange and Council of Independent Colleges programs should be directed to the Financial Aid Office at (412)396-6607.

PLEASE COMPLETE REVERSE SIDE

