

TUITION ASSISTANCE/EXCHANGE INTENT TO APPLY

This application should be completed, with as much information as possible, by October 31st each year for the following academic year to allow for proper budgeting by VWU.

TUITION EXCHANGE: Each school has their own due dates for Tuition Exchange applications. Please review The Tuition Exchange or The CIC Tuition Exchange for participating schools and due dates.

<https://tuitionexchange.org/>

<https://cic.edu/networks/tuition-exchange-program/>

Employee Information

Name: _____

Date of Hire: _____

Department: _____

Dependent Information

Name: _____

Date of Birth: _____

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

Students Email Address: _____

College/University Information

Name of School(s) 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: _____

Date: _____

Print Name: _____

Please refer to Policies and Guidelines for Tuition Remission, Assistance 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 about the Tuition Assistance or Remission Program. Return completed form to Human Resource Department prior to October 31st.

Human Resources Director _____

Date: _____

Date sent to Financial Aid: _____