

TUITION ASSISTANCE/EXCHANGE INTENT TO APPLY

This application should be completed, with as much information as possible, before October 31 each year for the following academic year to allow for appropriate budgeting by Virginia Wesleyan University.

Employee Information

Name:

Soc. Sec. No.:

Date of Hire:

Department:

Dependent Information

Name:

Date of Birth:

Social Security No.:

Relation to Employee:

College/University Information

Name of Schools being considered:

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

Tuition Amount (if known):

(Forward an original school invoice to Elaine Aird in the Business office as soon as it is available to allow for prompt payment.)

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.

Please Note: If the employee leaves Virginia Wesleyan University during the time a dependent child is enrolled in the Tuition Assistance Program, the percentage paid by the university will be prorated according to the time the employee actively worked at Virginia Wesleyan. If the complete semester has already been paid for by Virginia Wesleyan, the leaving employee will be responsible for reimbursing the university accordingly.

Employee Signature:

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 and Remission Programs.

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

Human Resources Director _____

Date: _____

Date sent to Financial Aid: _____