

## PRELIMINARY APPLICATION FOR A TUITION EXCHANGE (TE)

Eligibility to participate in the Tuition Exchange Scholarship Program is determined under Guidelines adopted by Daemen College. Certification of the applicant's eligibility does not guarantee acceptance into the TE Program of the institution the applicant seeks to enter. Member colleges/universities are generally able to offer only a limited number of scholarships. Accordingly, the application process should be initiated in a timely manner. Further, the employee must keep the Liaison officer/Employee Engagement Department at Daemen College informed of the applicant's intention to attend a particular college/university as soon as the decision is finalized. New applications for scholarship must be received by the Employee Engagement Dept. no later than October 31<sup>st</sup>. Students must complete the Tuition Exchange on-line application on the Tuition Exchange Website:

<https://www.tuitionexchange.org> In addition, students must also apply annually, by January 15<sup>th</sup>, for re-certification of any scholarship awarded. You may be required to provide proof of dependent status for an eligible student.

### Student Information

Name of Applicant: \_\_\_\_\_

Last 4 SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship to Employee: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Student E-Mail: \_\_\_\_\_

### Employee Information

Name of Employee: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Address (if different from student/applicant) \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Years of Service at Daemen: \_\_\_\_\_ *(5 years full time employment is required)*

**Names of TE Colleges or Universities applying to and course of study at each (attach separate sheet if necessary):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

At beginning of next academic year, applicant will be a COLLEGE:

Freshman\_\_ Sophomore\_\_ Junior\_\_ Senior\_\_

Has applicant received a TE scholarship previously: \_\_Yes \_\_No

If Yes

- Is this an application for a \_\_new or \_\_renewed scholarship?
- Name of the college/university attended? \_\_\_\_\_
- Year(s) that the scholarship was held: \_\_\_\_\_