

APPLICATION FOR TUITION BENEFITS DEPENDENT CHILDREN OF EMPLOYEE

(This form must be filled out every year).

Applicant Name _____ Social Security Number _____ Telephone _____

Permanent Address _____

Date of high school graduation: _____ Birth date: _____

Are you applying for tuition benefits as a: **new:** _____ **renewal:** _____ student

Applicant applying for:

Colleges Applicant applying for:

____ National Tuition Exchange ♦ _____

____ Northwest Tuition Exchange ♦ _____

____ Willamette University ♦ _____

A current list of college's is available in The Financial Aid Office and on the web at <http://www.tuitionexchange.org/>

Applicant applying as a: *Freshman:* _____ *Sophomore:* _____ *Junior:* _____ *Senior:* _____

Year and semesters requested: *Fall:* 20____ *Spring:* 20____

Previous number of semesters granted (*limited to 8*): _____

Employee Name _____ Department _____

Office Phone: _____ E-mail: _____

Date Hired: _____

Do you intend to claim the applicant as an income exemption in the current tax year? _____

Year last claimed: _____.

I (*the employee*) certify that the information provided is accurate and we have reviewed the eligibility rules listed in the employee handbook.

Employee Signature: _____ Date: _____

Eligibility Approved: _____ Date: _____

Deadlines:

New Applicants - By **November 1st** (year prior to fall enrollment for the best chance of acceptance at preferred institution)

Renewal Applicants -Export Students by **February 1st**, WU students by March 1st (for fall enrollment)
Please notify the Financial Aid Office, x6273 of the actual College attended by applicant, and/or any changes in enrollment (i.e. leave of absence, changing schools, etc. for renewal applicants).

Employee: Please attach a copy of the first page of your most recent Federal Tax Return to verify the applicant's dependent status and **RETURN THIS FORM TO THE OFFICE OF HUMAN RESOURCES, WALLER HALL**