

APPLICATION FOR TUITION BENEFITS DEPENDENT CHILDREN OF EMPLOYEE



Please complete this form in its entirety and return to the Human Resources office by the deadlines indicated below. Approval of this form by Human Resources indicates an approval of eligibility, but is no indication of whether your child will receive a tuition remission award. In order to receive an award, in addition to meeting eligibility, your child must be accepted for enrollment in his/her school(s) of choice.

Acceptance into a school through the national Tuition Exchange program **does not guarantee** a tuition remission award will be granted. Each school allocates a limited number of Tuition Exchange scholarships and awards are competitive.

Awards through the Northwest Tuition Exchange Program are generally granted if the student is accepted into the school, however, **beginning with the 2011-2012 academic year**, new applications are only being accepted at Lewis & Clark and University of Puget Sound.

Deadline (to give your dependent child the best chance of receiving an award):

New and Renewal Students – February 1st (for Fall enrollment.)

Important Note: Please be advised that **ANY** application for tuition benefit received after Feb. 1st is subject to possible denial

Applicant Name (Dependent) _____ Social Security Number _____ Telephone _____

Permanent Address _____

Date of high school graduation: _____ Birth date: _____ Email Address: _____

Are you applying for tuition benefits as a **new** _____ or **renewal** _____ student **(This form must be completed every year!)**

Please list the schools, including Willamette if applicable, for which you want us to certify your child's eligibility (there is no # limit):

School Name	City, State (Location)	School Name	City, State (Location)

A current list of Tuition Exchange colleges is available through Human Resources, or at www.tuitionexchange.org. The Northwest Exchange is made up of Lewis & Clark, University of Puget Sound, Whitman, Reed and Willamette. Willamette University is currently at a deficit with Reed and Whitman and may not export any additional students until such time that the deficit is reduced.

Year/Semester Requested: *Fall* _____ *Spring* _____ Will be a: *Fresh.* _____ *Soph.* _____ *Jun.* _____ *Snr* _____

Previous # of semesters granted (*limited to 8*) _____ School(s) _____

Employee Name _____ Department and Title _____ Email/Office Phone _____

Full-Time/Full-Benefit Eligible?: Yes No Unknown (*HR Review Initials:* _____) Date Hired: _____

Do you have any previous service in an institution of higher education other than Willamette? If "yes," please indicate where and how many full-time years (or full-time equivalent years) you were employed in higher education:

_____ (*HR Credit:* _____)

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

IMPORTANT! Please attach a copy of the first page of your most recent Federal Tax Return to verify the applicant's dependent status. It is important that the child be a tax dependent so that benefits are not imputed as taxable income.

We (*the applicant and 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: _____

PLEASE NOTIFY HUMAN RESOURCES (EXT. 6210) OF THE COLLEGE YOU WILL ULTIMATELY ATTEND, OR ANY CHANGES IN ENROLLMENT STATUS (i.e. leave of absence, changing schools, withdrawn, etc.).