

Tiffin University
Tuition Exchange Application for Benefit

Name of Full-Time Employee (print) _____

Parent email address _____

Dependent Student Information

Name (print) _____

Last four digits of social security number _____ Birthdate _____

Home phone number _____

Street Address _____

City _____ State _____ Zip _____

Student email address _____

NOTE: Admission to the college or university does not necessarily mean that you will be awarded the tuition exchange scholarship at that institution. The processes are separate.

Colleges and Universities for which you wish to be considered (up to six).

School Name _____

City and State _____ Have you applied for admission? _____

School Name _____

City and State _____ Have you applied for admission? _____

School Name _____

City and State _____ Have you applied for admission? _____

School Name _____

City and State _____ Have you applied for admission? _____

For use by Tiffin University Office of Human Resources

The above employee _____ is eligible to apply for the tuition exchange benefit and the date of hire or contract is _____.

Signed _____ Date _____

Liaison Officer

Date Received _____ Date Submitted to TUX _____ CIC _____

ELIGIBILITY TO PARTICIPATE IN A TUITION EXCHANGE PROGRAM

Employee Eligibility

- Full-time faculty members and any staff member whose position is defined as requiring 1560 or more work hours during any 12-month period and who have completed at least one year of uninterrupted employment with Tiffin University.
- Employee must maintain this uninterrupted level of service for the full duration of the tuition exchange period.
- Termination of employment will result in termination of the benefit.
- Dependent children of any TU employee who retires or resigns from employment at Tiffin University after 20 or more years of full-time employment and the child was a dependent of the employee as of the date the employee discontinued his or her employment.
- Applications will be reviewed, and scholarship(s) will be awarded on the basis of the employee's seniority (years of uninterrupted, full-time service) based on the start date or the date of contract issue, whichever comes first.
- This benefit does not apply if the employee has retired or resigned from employment at Tiffin University and is employed at another institution of higher education that participates in a tuition exchange program for dependent children.

Information regarding Student Eligibility

- The student should apply for admission to the desired institution(s) as soon the importing institution will accept applications.
- Admission to the desired college or university is not guaranteed through this program.
- Admission to the importing college or university does not guarantee that the student will receive a tuition exchange scholarship.
- Submit the appropriate application for a tuition exchange scholarship to Tiffin University's Tuition Exchange Liaison Officer, no later than November 1 of the year prior to the first fall semester.
- Applications will be reviewed and scholarships awarded on the basis of the employee's seniority (years of uninterrupted, full-time service). In the case of applications from two or more employees with the same seniority, the scholarship will be awarded based on the ACT or SAT composite scores of the student applicants.
- One student per family can participate in the TE program at any given time. Additional dependents may participate in the Tuition Exchange Co-op program or CIC.
- A student who does not participate in tuition exchange their first year in college enters a new 'pool' of eligible applicants for that year. Each year, there is a new pool of applicants. The scholarship will be awarded based on the parent's seniority within that new applicant pool. The student may be able to apply to the TE Co-op colleges.
- A student who is participating in the Tuition Exchange, Inc. program and wishes to transfer to another Tuition Exchange, Inc. program will not enter the new applicant pool which is based on the parent's seniority. Consideration for benefits will be on a space available basis only. The student may be able to apply to the TE Co-op colleges.
- A student awarded the Tuition Exchange scholarship must maintain the minimum academic standard for the school attended. If the student's academic average falls below that standard, the student automatically forfeits eligibility for the scholarship. The student may appeal to the University Tuition Committee for approval to participate in the TE Co-op program.

Judy Gardner, Tiffin University's Tuition Exchange Liaison
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