

**TUITION EXCHANGE**  
**2015-2016**

This form must be completed and returned to the Office of Human Resources by **October 31, 2014** for the following school year. Employees with dependents planning to attend another college or university under the **Tuition Exchange (TE)** program should complete this form. This preliminary application is needed to initiate the more complex inter-institutional application process.

Eligibility to apply for a TE scholarship is determined by Western New England University Policy. However, certification of eligibility does NOT guarantee acceptance at the other institution. Member institutions generally are able to offer only a limited number of TE scholarships.

**EMPLOYEE INFORMATION: To be completed by Parent Employee. Please print.**

Name: (Last, First, M.I.) \_\_\_\_\_

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

Date of Hire: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Signature of Employee requesting TE Scholarship: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT INFORMATION: To be completed by Student Applicant. Please print.**

Name : (Last, First, M.I.) \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Names of colleges or universities to which you will apply:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

At the beginning of the next academic year, you will be a college:

Freshman     Sophomore     Junior     Senior

Did you hold a TE Scholarship last year, or in any prior year?     YES     NO

If "YES", is this an application for a  New or  Renewed TE Scholarship

If "Yes", name the institution where you held the scholarship: \_\_\_\_\_

**NOTE: Students must notify the Tuition Exchange Liaison officer of acceptance by the host institution and of enrollment, withdrawal, or suspension at that institution. Failure to provide such information may result in loss of TE scholarship eligibility.**

**DO NOT WRITE BELOW THIS LINE**

To be completed by the Office of Human Resources:

Under Western New England Policy, this student is eligible to apply for a Tuition Exchange Scholarship.

\_\_\_\_\_  
Human Resource Office Signature                      Date