



TUITION EXCHANGE PROGRAM APPLICATION

The University Benefits Office must receive the Tuition Exchange Program Application in the office, by 5 PM on October 1, before the student's first fall semester of enrollment at a participating Tuition Exchange institution in order to be considered for Tuition Exchange Program certification. Renewal applications must be received in the Benefits Office by 5 PM on March 1. A recertification fee of \$40 will be taken by payroll deduction on the first available payroll. *If October 1 or March 1 fall on a weekend, holiday or non-scheduled University workday, 5 PM of the first scheduled University workday following October 1 or March 1 will serve as the official program deadline.* Due to the limited number of Tuition Exchange Program awards available each academic year, even filing a timely application does not guarantee certification approval. Because of these limitations, the Tuition Exchange Program should not be considered an entitlement.

Application Process

1. The student must submit an application for admission to **each** Tuition Exchange Program-participating institution of possible attendance. For a list of Tuition Exchange institutions consult the web site: www.tuitionexchange.org. Admission applications must be completed in accordance with each institution's admission requirements and procedures. *Tuition Exchange certification to apply for a Tuition Exchange Program award does not qualify a student for admission, nor does admission qualify a student for a Tuition Exchange Program award.*
2. The employee must complete the Saint Louis University Tuition Exchange Program Application and return it to the Saint Louis University Benefits Office no later than October 1, before the student's fall semester of enrollment at a participating exchange institution. If October 1 falls on a weekend, holiday or non-scheduled University workday, the application must be received by close of business on the first scheduled University workday following October 1. If the number of eligible applicants is equal to or less than the five certifications available, all applicants will be approved for Tuition Exchange Program certification. In the event that more eligible employees apply for the program than can be accommodated, their length of Saint Louis University service will be the factor utilized for certification. Eligible applicants with the longest continuous full-time service will be certified first to apply for a Tuition Exchange Program award. If an eligible employee presently has one dependent receiving a Tuition Exchange Program award, additional eligible dependents will be rank ordered below the last eligible applicant until the sibling's slot becomes available. In the case of multiple employees applying who have the same service date, ties will be broken by a lottery system drawing one name at a time. The University Benefits Office will notify applicants approved for certification to apply for a Tuition Exchange Program award in late October.
3. The receipt of a Tuition Exchange Program award depends on receiving Tuition Exchange Program certification from the Saint Louis University Benefits Office, being admitted to the exchange institution, and being selected for a Tuition Exchange Program award. Each exchange institution determines its Tuition Exchange Program policies and procedures. The Liaison Officers at the exchange institutions will notify the student that their application has been accepted or rejected for a Tuition Exchange Program award.

Program Qualifications

To qualify to apply for a Tuition Exchange Program award, the student:

- A. must qualify as a child (eligible children are children born to the University employee and not adopted by another or children adopted by the University employee prior to the commencement of the academic year) of a current or former full-time faculty or staff member, who prior to the first day of classes for the term for which Tuition Exchange benefits are sought, meets one of the following criteria:
 - he or she is a full-time faculty or staff member who has completed three years of continuous full-time service with Saint Louis University immediately prior to the first day of classes for which Tuition Exchange benefits are sought; or
 - he or she is a former full-time faculty or staff member who was employed for more than seven consecutive years by Saint Louis University and he or she terminated employment with the University by reason of his or her death or by reason of retirement upon or after the attainment of age 60.
- B. must not have been awarded a Bachelor's degree; and
- C. must have met the established requirements for admission to the participating Tuition Exchange University; and
- D. must, once admitted, continue to meet any existing requirements to maintain satisfactory academic progress at the participating Tuition Exchange University; and
- E. must not have reached his or her 25th birthday.

NOTE: Please contact the Saint Louis University Benefits Office should you have any questions at (314) 977-2360 or benefits@slu.edu



EMPLOYEE INFORMATION

Name: _____ Banner ID _____
Last First MI
Position: _____ Department: _____
Employment start date: _____ Years of continuous employment at SLU: _____
SLU Phone Number: _____ Home Number: _____
Campus Address: _____ E-mail: _____
Home Address: _____
City, State, Zip: _____
Do you have other dependents currently enrolled in college utilizing the Tuition Exchange Program? **(Check One)** YES NO

STUDENT INFORMATION

Name: _____ SSN: _____
Last First MI
Home Address: _____
City, State, Zip: _____
E-mail Address: _____
Birth date: _____ Anticipated Tuition Exchange Enrollment Semester & Year: _____
Anticipated Tuition Exchange Program Class Year: **(Check One)**
Freshman Sophomore Junior Senior

Please list those institutions (attach additional sheets, if necessary) for which Tuition Exchange Program eligibility certification is desired. The student must meet the admission deadlines established by each institution. For a list of participating Tuition Exchange Program institutions, consult the Tuition Exchange Program website at: www.tuitionexchange.org

I hereby certify that my dependent child meets the eligibility requirements (outlined on the front side of this application) to receive benefits under the Tuition Exchange Program. I have read and understood the application process as outlined within this application. I further understand and Authorize that, if my dependent student (as indicated above) is approved for Tuition Exchange Program certification, I will allow a payroll deduction of \$40 for the Tuition Exchange Program Certification fee. My signature below attests that the information on this application is accurate and complete.

Employee's Signature **(Ink Signature Only)** _____ Date _____

UPON COMPLETION SUBMIT TO:
E-mail: benefits@slu.edu or Fax: (314) 977-1785
Saint Louis University Benefits Office
3545 Lindell Boulevard, St. Louis, Missouri 63103

OFFICE USE ONLY
Benefit Office Certification: _____ Date: _____