

# Elizabethtown College

## Tuition Remission/Exchange Request Form for Dependents

This form must be completed after the dependent has applied for admission to the corresponding school(s) and submitted to HR prior to the start of any semester in which remission is requested OR prior to the start of any academic year in which TE or CIC is requested. **The tuition remission section of this form must be completed for dependents that have applied or plan to apply to Elizabethtown College, even if TE or CIC is also being requested.** Please send the completed form to HR ([hr@etown.edu](mailto:hr@etown.edu)).

### Employee Information

Name: \_\_\_\_\_ ID #: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Status: ☐ Full-time ☐ Part-time Full-time Hire Date: \_\_\_\_\_ Dept: \_\_\_\_\_  
*\*Part-time employees are not eligible for this benefit*

### Dependent Information

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Date of birth: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_  
Student's year (i.e. first yr, soph, grad yr): \_\_\_\_\_ Student's major: \_\_\_\_\_

Please read the following policy requirements and check the appropriate box.

- The student is claimed as a dependent on my federal income tax return ☐ Yes ☐ No
- The student is unmarried. ☐ Yes ☐ No
- The student is my biological, legally adopted/appointed child, or stepchild. ☐ Yes ☐ No
- The student is under the age of 26. ☐ Yes ☐ No
- The student has the same principal place of residence as me. ☐ Yes ☐ No
- The student has registered/applied for the upcoming semester. ☐ Yes ☐ No

### Tuition Remission for undergraduate education (attending Etown College)

Semester and Year: \_\_\_\_\_ Is this for a study abroad semester? ☐ Yes ☐ No

*\*Study abroad must be a requirement of the major in order to use tuition benefits*

**Important:** As of July 2024, employees and their dependents are now required to apply for Tuition Exchange (TE) via the TE EZ-App found at [www.tuitionexchange.org](http://www.tuitionexchange.org). The EZ-App is for new applicants only, not renewals. There are no changes with CIC and the Elizabethtown College TELO will apply for CIC on behalf of dependents.

### Tuition Exchange and Council of Independent Colleges

#### Tuition Exchange (TE) / [www.tuitionexchange.org](http://www.tuitionexchange.org)

Academic Year: \_\_\_\_\_

☐ **Renewal** for TE School: \_\_\_\_\_

☐ **New** request for TE (complete below)

School(s) to which student would like to apply for TE (you may apply to an initial maximum of 20 schools)

- \_\_\_\_\_ 6. \_\_\_\_\_
- \_\_\_\_\_ 7. \_\_\_\_\_
- \_\_\_\_\_ 8. \_\_\_\_\_
- \_\_\_\_\_ 9. \_\_\_\_\_
- \_\_\_\_\_ 10. \_\_\_\_\_

#### Council of Independent Colleges (CIC) / [www.cic.edu](http://www.cic.edu)

Academic Year: \_\_\_\_\_

☐ **Renewal** for CIC School: \_\_\_\_\_

☐ **New** request for CIC (complete below)

School(s) to which student would like to apply for CIC (attach or list additional schools on the back of this form if necessary)

- \_\_\_\_\_ 6. \_\_\_\_\_
- \_\_\_\_\_ 7. \_\_\_\_\_
- \_\_\_\_\_ 8. \_\_\_\_\_
- \_\_\_\_\_ 9. \_\_\_\_\_
- \_\_\_\_\_ 10. \_\_\_\_\_

*My signature provides authorization for my dependent's course grades to be released to Human Resources. My signature also signifies that I am aware of the full policy which can be found in the Employee and Faculty handbooks.*

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### This section to be completed by Human Resources

☐ Approved ☐ Disapproved Notes: \_\_\_\_\_

Signature of HR representative: \_\_\_\_\_ Date: \_\_\_\_\_

Cc: Requesting Employee, Tuition Exchange Officer, Financial Aid, Business Office