

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).

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 the Tuition Exchange 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 2026, eligible dependents are required to apply for both Tuition Exchange (TE) and CIC-TEP using one TE EZ-Application found at www.tuitionexchange.org. The TE EZ-Application is for new applicants only, not renewals.

Tuition Exchange and Council of Independent Colleges

Tuition Exchange (TE) / 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)

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Council of Independent Colleges (CIC) / 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)

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 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