

# Tuition Exchange Application Process



Employee fills out form, obtains birth certificate of dependent while dependent applies to schools that offer TE.



Employee submits form & birth certificate to HR by Dec/01.



HR reviews applications and creates prioritized list based on program criteria.



HR provides final list to Student Financial Services. HR contacts applicants.



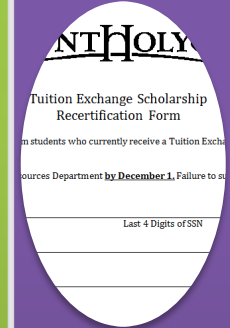
Student Financial Services contacts schools listed in application.



Dependent receives TE from one or more of the institutions listed.



Dependent accepts and starts first year. Employee must inform SFS which institution dependent decides to attend.



Employee applies for recertification by Dec /01 of second year and until Graduation. Employee must inform SFS of any enrollment changes

