

Starting Semester Month _____

Starting Semester Year _____

TUITION SCHOLARSHIP PRELIMINARY APPLICATION FACHEX AND TUITION EXCHANGE

Full-time faculty, staff and administrators who have completed five full years of continuous service are eligible to participate in the Faculty and Staff Children Exchange ("FACHEX") or Tuition Exchange ("TE") Programs. Certification of eligible dependents does not guarantee acceptance into the FACHEX or TE programs. Member institutions are generally able to offer only a limited number of FACHEX and TE scholarships, therefore, the application process should be initiated in a timely manner. Applicants should contact the institution(s) they are applying to for information regarding additional fees and specific registration deadlines. Late applications will not be accepted.

Employee Name _____ Department _____

Date of Employment ____/____/____ Title _____ Work Ext. _____

Home Address _____
(Street) (City) (State) (Zip Code)

Home Telephone _____

Student Name _____ Last 4 Digits of SSN XXX - XX- ____

Student Email Address _____

Student will be entering as a: ____ Freshman ____ Sophomore ____ Junior ____ Senior

NAMES OF SCHOOLS APPLYING TO

FACHEX – (View participating Institutions at <http://www.loyola.edu/departments/hr/benefits/tuition.aspx>)

Tuition Exchange – (View participating institutions at www.tuitionexchange.org)

Has applicant held a FACHEX or TE scholarship last year or in prior year? ____ Yes ____ No

If "Yes" please answer the following questions:

Name of college attended _____

Year(s) that scholarship was held _____

Employee Signature _____

Date _____

NOTE: Please attach your most recent Federal Tax return (FORM 1040). A current Form 1040 must be submitted to Human Resources each year the student is enrolled in the program. Human Resources must also be notified if the student withdraws or is suspended. Please call (410) 617-1368 or (410) 617-1365 with questions.

FOR HR

APPLICATION RECEIVED: _____

SCHOLARSHIP APPROVED (circle): YES / NO

NEW CERTIFICATION: _____

RECERTIFICATION: _____

CIRCLE YEAR: 1 2 3 4

GRADUATION DATE: _____