

FRANKLIN & MARSHALL

Application for Participation in the Tuition Exchange Program for a Dependent Child

(Please provide all requested information and sign reverse side of form.)

Employee's Name: _____ College ID #: _____

Dependent's Full Name: _____

Dependent's Social Security Number, last 4 digits only: _____

Dependent's Home Address: _____

Dependent's Date of Birth: _____

Expected Year Of College Graduation: _____

Academic Year For Which You Are Applying For Tuition Exchange: _____

This application for participation in the Tuition Exchange Program must be returned to Human Resources, CSQ, by November 15 of the academic year preceding the child's college enrollment. This completed application is to be submitted to Human Resources by November 15 even if your child's plans to apply to a Tuition Exchange school are tentative.

Key information:

Completion of this application does not guarantee your child will receive a Tuition Exchange Scholarship. To receive a Scholarship:

- the employee-parent must be eligible for education assistance benefits per Franklin & Marshall policies (as described below), and must successfully apply in a timely manner, through Franklin & Marshall, to participate in the Tuition Exchange Program,
- the child of an eligible College employee must be admitted to a Tuition Exchange school based on that school's admission policies, *and*
- the Tuition Exchange school the child is attending must award the child a Tuition Exchange scholarship; the institution the child is attending determines whether a scholarship will be offered and the duration and value of the scholarship.

Each Tuition Exchange member institution sets and applies its own standards for admission and has full discretion in making awards. If a child of a College employee is awarded a Tuition Exchange scholarship by the school he/she is attending, the child must meet certain criteria to retain the scholarship; students must meet the host institution's standards for academic performance and personal conduct. *You are encouraged to visit the Tuition Exchange web site (www.tuitionexchange.org) for more information.*

(over)

Upon completion of 5 years of full-time employment with the College, a full-time Franklin & Marshall employee may apply for education assistance benefits for his/her dependent children. One year of the waiting period will be waived for each full year of prior full-time service at an accredited college or university, when proper verification of such prior employment is provided to Human Resources.

To be eligible for education assistance benefits on behalf of a child, the dependent child must be enrolled at an accredited college or university on a full-time basis. Benefits are provided for undergraduate study only, for up to the equivalent of 8 semesters. *Dependent children* are those who are unmarried; under age 23; have the same principal place of residence as the employee-parent for more than the equivalent of six months of the calendar year (other than while attending college); and are primarily dependent on the employee/parent for financial support. Eligible dependent children include a full-time employee's biological and adopted children; step children; children of the employee's same-sex domestic partner who live with the employee in a parent-child relationship; and dependent children for whom the covered employee is the court-appointed legal guardian. *In order to be eligible for education benefits offered by the College, the parent-child relationship must be legally established at least five years prior to the commencement of benefits.*

Total benefits payable to a dependent under any combination of the Grant-in-Aid, Children's Scholarship, and Tuition Exchange programs is limited to 8 semesters.

As noted above, Franklin & Marshall does not determine who will receive a Tuition Exchange Scholarship. Full-time members of the faculty and professional staff who meet the eligibility criteria described above may apply for participation in the Tuition Exchange Program.

Members of the faculty and professional staff applying for benefits for their children should read the full policy for important details, available from www.fandm.edu/x14553.xml.

Please note:

- **A copy of the portion of your most recent federal income tax return indicating the name of your dependent child, or other proof of dependent status, must be attached to this application.**

I am hereby applying for participation in the Tuition Exchange Program on behalf of my eligible dependent child. To the best of my knowledge, I am eligible for this program as outlined in the Franklin & Marshall Education Benefits policy.

Employee's Signature: _____ Date: _____

Please return this completed form to Human Resources, CSQ.

Approved: _____ Date: _____ (Human Resources Representative)
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Tuition Exchange for Dependent Child

To be completed by the College employee. Please provide the name, phone number, and mailing address of each Tuition Exchange-participating institution to which your child is applying for admission. Please attach additional sheets as necessary. Please return this information to Human Resources, CSQ, at the same time your child submits his/her college applications. (The above portion of this application is to be submitted to Human Resources by November 15 of the year preceding your child's college enrollment. However, the information requested below may be provided at a later date).

College/University Name: _____

Phone Number of Financial Aid Office: _____

Mailing Address: _____

Current Application Status: applying for admission approved for admission
 currently enrolled as a freshman sophomore junior senior

College/University Name: _____

Phone Number of Financial Aid Office: _____

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