

# Application to Participate in Tuition Exchange Programs For Lewis University Full Time employees

Please be aware that a portion of the information provided below will be entered electronically on the TE and CIC TEP website, and sent to CCCTE via email scan, if applicable, accuracy and legibility is crucial.

For Lewis University Employee's Name

\_\_\_\_\_  
(Last) (First)

Employing Department \_\_\_\_\_ Date of Hire \_\_\_\_\_  
(mm/dd/yyyy)

Employee's e-mail Address \_\_\_\_\_

Dependent's Name \_\_\_\_\_ Dependent's DOB \_\_\_\_\_

Dependent's Social Security Number (**last 4 numbers required**) \_\_\_\_\_

Dependent's Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dependent's Telephone Number \_\_\_\_\_

Dependent's e-mail Address \_\_\_\_\_

Anticipated Semester Enrollment (Month/Year) \_\_\_\_\_

Anticipated Year in College 2024-2025 AY status (please circle one)

Freshman                  Sophomore                  Junior                  Senior

Is the student filing the Free Application for Federal Student Aid (FAFSA) (please circle one)

YES                  NO                  UNCERTAIN

List all tuition exchange institutions Name/ City and State where the eligible dependent is making application for admission:

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(You may add to or delete from this list after the application is submitted by e-mailing [hr@lewisu.edu](mailto:hr@lewisu.edu))

I agree to the conditions of the Tuition Exchange Programs as required by Lewis University (known as the sponsoring institution), the Tuition Exchange host institution, and the Tuition Exchange itself. I also certify that the above individual is my legal dependent for the tax years listed under the IRS guidelines. (The term “legally dependent” child is limited to a child claimed on the Lewis University employee’s Federal income tax return, or to a child named to receive support for education in either a separation agreement or divorce decree issued by a court.)

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(Signature)

(Date)

Lewis University Tuition Exchange Liaison will verify the employee’s eligibility based on his/her tenure at Lewis University. Assuming the employee is eligible, the Tuition Exchange Liaison will complete the TE Scholarship Certification and Application online at tuition exchanges website for the schools listed above if awarded an exported position. Further correspondence will be provided by the tuition exchange institutions.