

Knox College Tuition Exchange (TE) - Request for Student Certification

The Tuition Exchange (TE) is a reciprocal scholarship program, which finances college tuition for the dependent children of benefits eligible faculty and staff. The TE offers scholarship opportunities at over 600 colleges nationwide. TE scholarships are for four years of study and may not be used for graduate study, intercession courses, special study, or study abroad programs.

Unlike the benefit under the ACM Tuition Remission Exchange Program (TREP), TE scholarships are **NOT** guaranteed. Rather TE programs provide additional opportunities to be granted a scholarship.

Information for students and parents as well as a full list of participating institutions is available at the following website. www.tuitionexchange.org

TE requires the College to maintain a balance between the number of Knox dependents participating in TE and the number of non-Knox students enrolled at Knox under TE. Therefore, the College may be able to certify only a limited number of students in any given year. In instances where eligibility certifications are limited, they will be allocated based primarily on employee seniority in a continuous, benefits eligible position.

Typically, only one certification per employee will be awarded per year. If, however, an employee requests certifications for more than one dependent in any given year, additional certifications may be considered once requests from all other employees for that year have been reviewed.

Please complete all sections of this form and return it to Knox Human Resources, K-200 no later than September 15. Certifications will typically be determined by October 15.

Required Information				
Student Name:				
Student Soc. Sec #:				
Student email:				
Student telephone #:				
Student Street Address:				
Student City:				
Student State and Zip:				
Parent (employee) Name:				
Parent email:				
Academic Years:	2010/11	<input type="checkbox"/>	2011/12	<input type="checkbox"/>
Total Trimesters:	2012/13	<input type="checkbox"/>	2013/14	<input type="checkbox"/>
Class:	Freshman	<input type="checkbox"/>	Sophomore	<input type="checkbox"/>
Applying to (name of schools):	Junior	<input type="checkbox"/>	Senior	<input type="checkbox"/>
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			

Please indicate only the schools the student will actually apply to. Return completed form to Gina Zindt, Director of Human Resources.