

Return to:  
Benefits Office  
Duquesne University, 102 Koren Building  
Pittsburgh, PA 15282 defilippot@duq.edu  
Phone: (412) 396-6677 fax: (412) 396-2236

**DEADLINE – NOVEMBER 15, 2023**

Student D# \_\_\_\_\_

Tuition Exchange, Inc. (TE) & Council of  
Independent Colleges (CIC) Tuition  
Remission Application

**Academic Year 2024-2025**

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1. Student Name: \_\_\_\_\_ Student D# or last 4 digits of SS# \_\_\_\_\_

2. Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip Code

3. Student Telephone Number: \_\_\_\_\_ Student Date of Birth: \_\_\_\_\_

4. Student Email: \_\_\_\_\_

5. School(s) of Interest: Please list eligible school(s) as well as your status with the school(s). Please only list school(s) you will be applying to. **Limit is 6.** Do NOT list Duquesne University-use a Tuition Remission Form.

| <u>School Name</u> (List in order of preference) | <u>State</u> | <u>Enrolled</u>          | <u>Accepted</u>          | <u>Applied</u>           | <u>Will Apply</u>        |
|--|--------------|--------------------------|--------------------------|--------------------------|--------------------------|
| _____  |              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____  |              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____  |              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____  |              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____  |              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____  |              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6. Applicant Status: New Applicant Renewal Applicant

7. Year in College for **2024-2025**: Freshman Sophomore Junior Senior

8. Student's Status: Dependent Child \*\*of Full-Time Faculty Full-Time Administrator Full-Time Employee

\*\*Please see section 2 on the reverse side regarding dependent verification. Applications will not be processed without the required documentation.

9. Employee's Name: \_\_\_\_\_ Employee ID or last 4 digits of SS# \_\_\_\_\_

10. Employee Telephone Number: \_\_\_\_\_

11. Employee Email: \_\_\_\_\_

**I certify that the information is true and correct. I have read TAP #13: Tuition Remission and understand that violations of this policy will be reviewed on a case-by-case basis and are subject to formal disciplinary action up to and including termination of employment.**

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Employee Signature Date

**QUOTA: If the quota system of the Tuition Exchange ([www.tuitionexchange.org](http://www.tuitionexchange.org)) program prohibits approval of all applicants, selection will be made based on the employee's length of full-time service with the University.**

**Please read important information on next page**

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**For Human Resources Use Only**

Date of Employment for Tuition Exchange: \_\_\_\_\_ Verified Human Resources \_\_\_\_\_

**DEADLINE – NOVEMBER 15, 2023**

**GENERAL INFORMATION**

1. **PROGRAMS & APPLICATION:** New and **renewal** applications must be filed with the Office of Human Resources annually by **November 15** for tuition remission programs offered through Tuition Exchange, Inc. (TE) and the Council of Independent Colleges (CIC). A degree earned using the Tuition Exchange program is counted as a degree under the Tuition Remission Program.
2. **DEPENDENT DOCUMENTATION:** Employees will be required to demonstrate certification of dependent status via birth certificate. Income tax information is randomly required every year, birth certificates are requested once. Forms **WILL NOT** be processed without this information. An eligible dependent child is described as an employee's unmarried, dependent child through age 24, if they are a full-time student (as determined by the school) attending an accredited college, university, technical trade, or mechanical school, provided the child is dependent on the employee for support and maintenance, and are claimed as exemptions on the employee's federal income tax return.
3. **ELIGIBILITY/ORDER OF SELECTION:**
  - A. Eligible renewal candidates.
  - B. Full time **undergraduates** who are dependent children of full time employees
4. **QUOTA:** If the quota system of the Tuition Exchange ([www.tuitionexchange.org](http://www.tuitionexchange.org)) program prohibits approval of all applicants, selection will be made based on the employee's length of full-time service with the University.
5. **TUITION EXCHANGE APPLICATION DEADLINE:**
  - A. Applications must be submitted to Human Resources in time to be received by the Financial Aid Office by the **November 15th** deadline. Timely submission of forms is imperative since decisions must be based on employee's length of full time service with the University.
6. **ADMISSION TO HOST SCHOOL:** Students are responsible for meeting admission requirements and being accepted as tuition exchange students by the host institution.
  - A. You can find more information about school specific decision dates in the Tuition Exchange Member School profile located on the [www.tuitionexchange.org](http://www.tuitionexchange.org) website .
7. **WAITING LISTS:** If the quota system of the Tuition Exchange ([www.tuitionexchange.org](http://www.tuitionexchange.org)) program prohibits approval of all applicants, selection will be made based on the employee's length of full-time service with the University.
8. **WEBSITE:** Connect to the internet at [www.tuitionexchange.org](http://www.tuitionexchange.org) or [www.cic.edu](http://www.cic.edu) to review a current listing of participating institutions, and for detailed information on decision dates.

Any questions about the Tuition Exchange and Council of Independent Colleges programs should be directed to the Financial Aid Office at (412) 396-6607.

Refer to [TAP #13: Tuition Remission](#) for the Official Policy, definitions, and provisions of this program.

**Please complete Reverse Side**