

**TUITION EXCHANGE APPLICATION**  
**TO BE COMPLETED BY THE METHODIST UNIVERSITY (MU) FULL-TIME EMPLOYEE**

*You must have been employed as full-time for one year prior to the date the Tuition Exchange (TE) will be used. Your son/daughter must meet the dependency eligibility requirements as listed on the guidelines and be officially accepted for admission to a participating TE school. Only one dependent per academic year is eligible to apply for TE. You MUST reapply every academic year.*

**PLEASE PRINT AND DO NOT LEAVE ANY ITEMS BLANK.**

MU Employee's Name: \_\_\_\_\_

Date employed as full-time at MU(MO/DAY/YR): \_\_\_\_\_

Position/Title at MU: \_\_\_\_\_

Your (MU employee) email address: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student's SSN \_\_\_\_\_

Student's Age: \_\_\_\_\_ Student's email address: \_\_\_\_\_

Student's Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Student's Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

College/University the student is/will be attending: \_\_\_\_\_

The student is **(only check one)**:

\_\_\_ accepted for admission as a: \_\_\_ freshman \_\_\_ sophomore \_\_\_ junior \_\_\_ senior

**Please attach a copy of the Acceptance letter.**

Or

\_\_\_ currently enrolled as a: \_\_\_ freshman \_\_\_ sophomore \_\_\_ junior \_\_\_ senior

What academic year is the student applying for the TE scholarship? 20\_\_\_\_ - \_\_\_\_\_

What is the institution's deadline date to receive a TE application from MU? \_\_\_\_\_

What was the last year this student was claimed as a dependent on your federal taxes? \_\_\_\_\_

Is the student a legal dependent of yours? \_\_\_\_\_ If no, Please explain under additional comments.

Is this dependent your first TE at MU? \_\_\_\_\_ If no, please list the name(s) of the dependent(s) and the academic year(s) (AY) TE was received.

Name of Dependent: \_\_\_\_\_ AY(s): \_\_\_\_\_

Name of Dependent: \_\_\_\_\_ AY(s): \_\_\_\_\_

**Continued on next page**

Additional comments:

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**Statement of Certification**

**I have received and read the guidelines for TE exchange. I understand that I am not guaranteed a TE scholarship but only the right to apply for the scholarship. However, if I receive TE, I understand it is for one academic year only and I must reapply for TE for each academic year to be considered. It is also my responsibility to inform the TE Liaison Officer at MU if my son/daughter withdrawals or does not return to the TE college/university within an academic year.**

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Signature of MU employee

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Date