



Tuition Exchange Application Form

Employee Information:

Employee Name: _____

Position/Department: _____

(Staff/Admin.) Average hours worked per week over the last three years: _____

(Faculty) Average annual contact hours worked over the last three years: _____

(Retiree) Years of Full-Time Service: _____

Hire Date: _____

Home Address: _____

Email Address: _____

Telephone: _____

Has there been any lapse in your employment at Cornish College of the Arts since your hire date?

Yes No

If yes, please explain:

Family Member Information:

Dependent Name: _____

Relation to Employee: _____

Permanent Address: _____

Telephone: _____ Social Security Number: _____

DOB: _____ Date of adoption (if applicable): _____

Email Address: _____

Is the applicant claimed, or eligible to be claimed, as a dependent on the Cornish employee's IRS tax filings?

Yes No

The applicant is applying for the academic year(s) beginning:
Fall of _____ and ending in the Spring of _____.

Applicant requesting to apply for a TE Scholarship is:

_____ applying for admission as a _____ freshman _____ sophomore _____ junior _____ senior
_____ accepted for admission as a _____ freshman _____ sophomore _____ junior _____ senior
_____ currently enrolled as a _____ freshman _____ sophomore _____ junior _____ senior

List TE Institutions that the Dependent will be applying to for admission:

_____	_____
_____	_____
_____	_____
_____	_____

Please Read Carefully

Cornish College of the Arts cannot guarantee that all eligible students will be awarded the opportunity to apply for TE scholarships at host institutions. The number of opportunities available to apply for TE scholarships depends on the total number of TE imports and exports, and may vary from year to year. If there are more applicants than available slots, Cornish College of the Arts will award the opportunities to apply for TE scholarships in accordance with the priority ranking of the published guidelines.

Cornish College of the Arts cannot guarantee that all students who are offered the opportunity to apply for TE scholarships at partner institutions will be awarded tuition remission. Once Cornish College of the Arts has certified eligibility of an applicant, the procedures and decisions to award scholarships are the sole responsibility of the host institution.

I verify that I have read and understood all information contained herein, and that all information furnished is true and accurate, to the best of my knowledge.

Signature of Employee: _____ *Date:* _____

For Office Use Only:

This applicant **O is / O is not** eligible for the opportunity to apply for a TE Scholarship.

Reason for ineligibility: _____

This applicant **O has / O has not** been awarded the opportunity to apply for a TE Scholarship.

Reason for non-award: _____

Additional Comments:

Signature of TE Liaison Officer: _____ *Date:* _____