



Employee Application for TEP and CIC Tuition Programs



Employee Information – Please Print

Employee Name _____ Faculty Staff Full-Time

Department _____ Job Title _____

Are you currently receiving a tuition remission benefit from Elms College (TE, CIC-TEP, CCGS, or Tuition Waiver)? Yes No

The below named student is my: Dependent Child (must meet IRS definition of Qualifying Child – see reverse side of form)

Student Information – Please Print

Student's Name _____ SSN _____ Date of Birth _____

Home Address _____
No. Street City State Zip Code

Home Phone # _____ Cell # _____

Entering College in Fall _____ (year) Freshman Sophomore Junior Senior

Student Status Full-Time Undergraduate

Institutions your child is interested in attending or will attend:

TEP CIC

<input type="checkbox"/>	<input type="checkbox"/>	School Name _____	<input type="checkbox"/> Applying	<input type="checkbox"/> Accepted	<input type="checkbox"/> Enrolled
<input type="checkbox"/>	<input type="checkbox"/>	School Name _____	<input type="checkbox"/> Applying	<input type="checkbox"/> Accepted	<input type="checkbox"/> Enrolled
<input type="checkbox"/>	<input type="checkbox"/>	School Name _____	<input type="checkbox"/> Applying	<input type="checkbox"/> Accepted	<input type="checkbox"/> Enrolled
<input type="checkbox"/>	<input type="checkbox"/>	School Name _____	<input type="checkbox"/> Applying	<input type="checkbox"/> Accepted	<input type="checkbox"/> Enrolled
<input type="checkbox"/>	<input type="checkbox"/>	School Name _____	<input type="checkbox"/> Applying	<input type="checkbox"/> Accepted	<input type="checkbox"/> Enrolled
<input type="checkbox"/>	<input type="checkbox"/>	School Name _____	<input type="checkbox"/> Applying	<input type="checkbox"/> Accepted	<input type="checkbox"/> Enrolled

Important Notes

- Return the completed application form to Human Resources by December 1.
- TEP scholarship recipients will be selected and notified in early December.
- The importing institution determines who is accepted on a TE scholarship and how many TE scholarships it accepts.
- All policies established by the Tuition Exchange, CIC, and its participating members shall prevail.
- To locate information about TE schools, including their deadlines for admission and financial, and criteria for selecting TE scholarship recipients, go to the Tuition Exchange website www.tuitionexchange.org and click on Participating Institutions. For similar information on Council of Independent College (CIC) schools, go to: www.cic.org

Employee Signature

I understand that the TE and CIC scholarships are for a maximum of four (4) years (8 semesters) and cover only the cost of tuition.

Employee Signature Date

Human Resources Use Only

Full-Time EE # of Yrs FT Service _____ Approved Yes No HR Authorization _____ Date _____

Financial Aid Use Only: _____

Qualifying Dependent Child

There are five (5) tests, as defined by the IRS that must be met for a child to be your qualifying child:

- Age
- Relationship
- Support
- Residency
- Special Test for qualifying child of more than one person

Age - under age 19 or a full-time student under the age of 24 at the end of the year or any age and permanently and totally disabled

Relationship - your son, daughter, stepchild, eligible foster child

Residency - must have lived with you for more than half the year.

Support - child cannot have provided more than half of his/her own support for the year. Scholarships received by a child who is a full-time student are not taken into account in determining the support.

Special Test – Qualified child of more than 1 person - If your child is not a qualifying child for anyone else except your spouse with whom you file a joint return, **this test does not apply**. In most cases, a child of divorced or separated parents is the qualifying child of the custodial parent. Refer to IRS Publication 501 for additional information and rules.

For more information about the IRS definition of 'Qualifying Child' refer to IRS Publication 501 <http://www.irs.gov/publications/p501/>