



### Tuition Waiver Exchange Program (TWEP) Application Form

To: \_\_\_\_\_  
*Printed Name & Title (Contact Person at Receiving Institution)*

From: \_\_\_\_\_  
*Printed Name & Title (Contact Person at Sending Institution)*

#### Receiving Institution

#### Sending Institution

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City, State & Zip: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

As a dependent of a full-time administrator, faculty, or staff person at our institution, the following student is eligible for participation in the Council's Tuition Waiver Exchange Program. Please notify me at your earliest convenience whether or not this student will receive a tuition waiver under the Council's cooperative program among participating members.

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

Employee Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Years at Institution: \_\_\_\_\_

Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_  
*(Last Four Digits Only)*

Academic Term Starting (Semester or Term/Year): \_\_\_\_\_ / \_\_\_\_\_

- This Applicant is:
- Applying as a new student to your institution
  - A current student at your institution who has not previously participated in TWEP
  - Re-admitting to your institution (renewal)

\_\_\_\_\_  
*Signature of sending institution contact person*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Date*

#### Notification of Acceptance or Rejection (From Receiving Institution)

- This student **has been** accepted for a tuition waiver under the Council program beginning \_\_\_\_\_ / \_\_\_\_\_ academic term. (term/year)
- We regret that this student **has not been** accepted for a tuition waiver under the Council Program.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

**Please note:** Two copies of this form should be sent by the Contact Person at the sending institution to the Contact Person at the receiving institution. The student's acceptance or rejection should be determined as quickly as possible, with notification given on this form. One copy is returned to the sending institution, and one is retained for the files at the receiving institution.