

# APPLICATION FOR TUITION EXCHANGE PROGRAM

Eligible dependents of BSC employees may be eligible to receive tuition assistance through a tuition exchange program. Specific policies governing this benefit are outlined in the Birmingham-Southern College Staff Manual. For more information, contact the Human Resources Office at (205) 226-4646.

The Tuition Exchange form must be completed during the annual Benefits Open Enrollment, typically in November each year.

To apply for the Tuition Exchange Program:

- Complete **Student Information**.
- Complete **Employee Information**.
- Print form.
- Send form to BSC HR for approval: Box 549090 or Fax 226-4627

## Student Information

Name of Student:

SSN:

P hone number:

Date of Birth:

Student E-mail:

Home Address:

First Academic Year covered by this application:

Classification during First Academic Year covered by this application:

Will student be a transfer student during First Academic Year covered by this application:

Total number of academic years covered by this application:

Total number of semesters covered by this application:

Is student Federal Pell Grant eligible:

Application is requested to the following Tuition Exchange institutions (importing schools):

- 1
- 2
- 3
- 4

## Employee Information

Employee Name:

Employee E-mail:

Employee's Position:

Relation of Student to Employee:

## HR Approval

Employee Eligibility:

The applicant student is a dependent child of a full-time faculty or staff member who is eligible for benefits under the employing institution's tuition exchange program.

Employee Hire Date: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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