

**2009-2010**  
**DRAKE UNIVERSITY**  
**TUITION EXCHANGE INTERNAL APPLICATION**  
(Please complete and return to the Office of Student Financial Planning)

Faculty/Staff Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Employment Date: \_\_\_\_\_ Department: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Dependent Name: \_\_\_\_\_ SSN: \_\_\_\_\_

School dependent wishes to attend: \_\_\_\_\_  
(If more than one, please list on back or on a separate sheet)

Applying for (check all that apply):  
**Summer 2009** \_\_\_\_\_  
**Fall 2009** \_\_\_\_\_  
**Spring 2010** \_\_\_\_\_

Dependent will be a **Freshman** **Sophomore** **Junior** **Senior** **Graduate Student**  
(Please circle one of the above)

Is the dependent already enrolled at the institution listed above through the Tuition Exchange Program? **Yes** **No**

**Dependency Status:**

Will the above dependent be 26 years of age on the first day of classes Fall 2009? **Yes** **No**

Is he/she employed full-time? **Yes** **No**

Will you claim the dependent on your (or your family's) income tax return? **Yes** **No**

If No, will you provide principal support during the period for which the Tuition Exchange is used? **Yes** **No**  
(If principal support, a written statement must be attached to confirm eligibility.)

Have you used the Tuition Exchange Program for other dependent children? **Yes** **No**

If "yes", please list their name(s): \_\_\_\_\_  
\_\_\_\_\_

Faculty/Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return to Student Financial Planning by **October 10, 2008**. All applications received by this deadline will be given a priority ranking determined by a formula that considers both years of employment at Drake University and prior use of the Tuition Exchange Program. We will then offer Tuition Exchange awards according to the number of program openings available. Undergraduate student applicants will be given priority over graduate student applicants. Applications that initially do not receive an award will be put on a waiting list using the same priority ranking system. All applications arriving after the deadline will be ranked in order of application date and placed on the waiting list behind all on-time applications. To participate in the Tuition Exchange Program you must be a full-time faculty or staff member who meets the eligibility requirements of the Drake University Tuition Rebate Program.

**FOR TUITION EXCHANGE INTERNAL USE ONLY**

*To be completed by Human Resources*

Is the dependent eligible for Tuition Rebate benefits? **Yes**   **No**

Is the faculty/staff member eligible for Tuition Rebate benefits for:\*

Summer 2008 Yes No

Fall 2008 Yes No

Spring 2009 Yes No

\_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources

**\* Determination is based on current employment status**

*To be completed by Student Financial Planning*

Number of years faculty/staff member has been employed at Drake \_\_\_\_\_ x 2 \_\_\_\_\_

Previous Tuition Exchange semesters \_\_\_\_\_

**TOTAL POINTS** \_\_\_\_\_

Tuition Exchange evaluation completed by:

\_\_\_\_\_ Date: \_\_\_\_\_  
Student Financial Planning