

**Application for Tuition Export Scholarship
(for dependents to attend a non-exchange university)**

Academic Year (a form must be completed each year):

Name of Faculty/Staff Member:

Department of Faculty/Staff Member:

Dependent Child Name:

Dependent Child Address:

Dependent Child Date of Birth:

Name of Institution Attending:

1. Dependent children of tenured faculty members whom Wittenberg has employed prior to July 1, 2013 or administrative staff members whom Wittenberg University has employed prior to July 1, 2013 and for at least five (5) years are eligible. For dependents who will enter beginning with the Fall of 2017 going forward, the amount of the scholarship is limited to seventy-five (75) percent of the current full-time tuition charge at Wittenberg. Additional limitations may apply. See the tuition benefit policy for full details.

On what date did you become a full-time employee of Wittenberg?

2. For purposes of the Export Scholarship benefit, dependent child is defined as a biological or legally adopted child and claimed on federal tax forms. If adopted, the adoption must have occurred at least five years before the child's first enrollment as a regular undergraduate student.

Do you claim this child on your federal tax forms? Yes No

Is this your biological child? Yes No

Is this your legally adopted child? Yes No

If yes, date of adoption:

- **IMPORTANT NOTE:** A copy of your child's birth certificate, adoption certificate, or court document must accompany this application.

3. Eligibility for the scholarship is limited to the equivalent of 8 semesters or 12 quarters. If a student is enrolled at full-time status during a summer session, he or she may receive a scholarship, but that session then counts toward the maximum number of semesters (quarters, terms) allowed. To receive a tuition export scholarship, the student must be enrolled as a full-time student.

Is your dependent enrolled as a full-time student? Yes No

Please indicate the number of terms/semesters this child has already received a tuition scholarship.

4. To be eligible to continue receiving a scholarship, the student must either:
- (a) Maintain at least a 2.00 cumulative grade point average, or
 - (b) Have earned at least a 2.00 grade point average for the work completed during the year preceding the semester (quarter, term) of the scholarship.

If already attending, what was his/her average grade last year? (Please attach grade report.)

5. Once a student completes the requirements for a bachelor's degree, he or she is not entitled to any further scholarships. This restriction is applicable even if the student has received the scholarship for a total of less than eight semester, 12 quarters or four years of full-time study.

Has this dependent completed the requirement for a bachelor's degree? Yes No

6. The student is required to apply for Tuition Exchange or CIC Exchange (if applicable) and/or any scholarships/financial aid for which he or she is eligible. Completion of the FAFSA is a requirement. Examples of financial aid include federal grants or scholarships, state grants or scholarships, vocational rehabilitation benefits, veteran benefits or veteran's dependent benefits, and corporate, private or foundation grants or scholarships. All scholarships and other financial aid awards from the attending college will first be applied toward the Wittenberg tuition scholarship benefit. Grants and scholarships from other sources will not be applied to the Wittenberg benefit – the receiving student can apply those dollars to room or board. Furthermore, loans obtained will not be construed as grants and will not affect the amount of the tuition scholarship for which the student is eligible. .

What scholarships, grants or other form of aid has your dependent applied for?

Please specify any awards that your child will receive:

Source	Amount
Source	Amount
Source	Amount

7. **IMPORTANT NOTE:** If you resign, retire, or leave the University during a semester for which the tuition export scholarship benefit is being utilized by your dependent child, the benefit will be pro-rated and you will be invoiced and expected to re-pay Wittenberg for the resulting uncovered pro-rated tuition balance.

Your signature below certifies that you have read and understand this form and the tuition policy, that you agree to abide by the parameters set forth in this form and the tuition policy, and that you have completed this form truthfully and to the best of your knowledge.

Employee Signature:

Date:

Approved:

Director or Assistant Director of Human Resources

Date: