University of Pittsburgh

Office of Admissions and Financial Aid

TUITION EXCHANGE PROGRAM
Request for Eligibility Certification
of Employee and Student

This form must be completed by the employee seeking consideration for a Tuition Exchange Scholarship for his/her dependent. This Certification by Office of Human Resources or Faculty Records must be returned with the completed Tuition Exchange Scholarship Application(s).

FOR FACULTY OR STAFF REQUEST			
I understand that the Office of Admissions and Financial Aid processes requests for the Tuition Exchange Scholarship Program according to criteria for eligibility of the academic program. However, I request the Office of Human Resources OR Faculty records to determine eligibility of child dependency and employment circumstances. Attached is a copy of my Form 1040 for the year required/applicable to the Academic Term for which I am requesting benefits.			
Employee Name Printed			Social Security Number
Student's Full Name			Social Security Number
Employee Department	Campus Address	Campus Telephone	Home Telephone
Employee Signature			Date

FOR USE OF HUMAN RESOURCES ☐ OR FACULTY RECORDS ☐ IN REVIEW OF CRITERIA			
FACTORS	Yes	No	COMMENTS
STUDENT ELIGIBILITY Applicable Form 1040 Submitted Year of Form 1040 _____ Academic Term of Request _____			
EMPLOYEE DATA Regular Full-time Status Full-time Date of Hire _____			

AUTHORIZED SIGNATURE	
Prepared By _____	Date _____
Reviewed By _____	Date _____

White - Return with Tuition Exchange Application, to Office of Admissions and Financial Aid
Yellow - Employee Pink - Benefits Section of Human Resources or Faculty Records Office 7/97/jf