



## ***Tuition Exchange Program Guidelines***

1. The student must first contact the TELO liaison at NC Wesleyan.
2. The liaison officer determines if the employee meets the eligibility requirements (full time, employment period, student dependency status-as defined by the IRS).
3. If employee is determined to be eligible to participate in the TEP Program, liaison will notify employee of approval. **(There is a \$40 fee for each submitted and approved application.** This means an approval from the NCWU liaison that the employee is deemed eligible to participate, not approval from the importing institution. A separate application must be submitted for each importing institution and \$40 must accompany each of these applications. **Fee will only be charged if employee is deemed eligible by the NCWU liaison).**
4. The liaison submits the completed application form electronically to the liaison of the importing institution to which the student is applying.
5. The student applies for admission directly to the institution(s) of his or her choice and submits all required financial aid information. (Students should apply for admission at the same time the TEP application is submitted.)
6. For new applicants, the Admissions Office of the importing institution informs the student of his/her acceptance at the institution.
7. For renewal applicants, the importing institution determines if the enrolled student is maintaining good academic standing and satisfactory academic progress.
8. The liaison officer of the importing institution informs the student of his/her acceptance into the TELO. The liaison must also inform the exporting institution liaison of the student's application status and, if applicable, the student's decision to accept or decline the award.

### Important Information for Students

- Students must maintain good academic and social standing and satisfactory academic progress.
- Students are responsible for all non-tuition expenses such as room, board, and fees.
- Student applicants must be admissible at the importing institution in accordance with regular institutional admission standards and must comply with all of the importing institution's financial aid policies and procedures.
- Student applicants are required to submit all financial aid awards to the importing institution.
- Students are eligible for TELO benefits for a total of eight semesters (consecutive or nonconsecutive).



**Student Application for the Tuition Exchange Program**

\*\*Payment of \$40.00 must accompany this application. (Payment voucher on back.)

School Year: \_\_\_\_\_ - \_\_\_\_\_

Student First Name: \_\_\_\_\_

Student Middle Name: \_\_\_\_\_

Student Last Name: \_\_\_\_\_

Last Four Digits of SSN: \_\_\_\_\_

Student E-mail: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

Parent Employment Category (check one): Faculty \_\_\_\_\_ Staff (Non-faculty) \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent E-mail: \_\_\_\_\_

Years of Parent Employment with NC Wesleyan: \_\_\_\_\_

Number of semesters for which student is applying (maximum of 8 semesters): \_\_\_\_\_

Importing Institution: \_\_\_\_\_ City/State: \_\_\_\_\_

Student Application Status (Check one):

\_\_\_\_\_ Applying for Admission

\_\_\_\_\_ Approved for Admission

\_\_\_\_\_ Currently Enrolled

Classification (Check one): \_\_\_ Freshman \_\_\_ Soph. \_\_\_ Junior \_\_\_ Senior \_\_\_ Graduate Student

**By providing your signature, you confirm that all information included in this application is true to the best of your knowledge and that you have read and understand the TEP Guidelines provided with this application.**

**Submission of this application does not assume approval. Eligibility will be determined by the TEP liaison. Notification of eligibility will be e-mailed to the employee within two business days, and application will be submitted to the importing institution at that time.**

Signature of employee: \_\_\_\_\_ Date: \_\_\_\_\_



**\$40 must accompany this application. Payment will only be processed if application is approved.**

Method of Payment: \_\_\_\_\_ Cash \_\_\_\_\_ Check (Check # \_\_\_\_\_) \_\_\_\_\_ Credit/Debit Card

Amount of payment: \_\_\_\_\_

Credit/Debit Card (Circle one)



Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

3-digit verification number: \_\_\_\_\_

4-digit verification number (for AMEX only): \_\_\_\_\_

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

**Submit completed application and payment to:**

Leah Hill, Director of Financial Aid & Tuition Exchange Liaison  
Rocky Mount Campus  
(Office located in the Pearsall Classroom Building Room 186)