

Please return this form to Lin Koch, lkoch@richmond.edu, in Human Resources by email, fax (804) 287-1282, or campus mail. TE applications will be filed between October 1 and January 15 to avoid missing any deadlines. Note: If your dependent is applying early decision, please indicate that below. If your student ultimately decides not to apply to a school that you list below, please let the TE Administrator know.

Laura Dietrick  
 Director Total Compensation and Benefits  
 Human Resource Services  
 28 Westhampton Way  
 University of Richmond, VA 23173

**INFORMATION FORM FOR TUITION EXCHANGE EXPORT APPLICANTS**

Export Applicant's Name (Last Name, First Name & Middle Initial)					
Social Security No. - Last 4 digits		Date of Birth		Home Telephone	
Home Address					
Student's Email Address					
Eligible Parent or Guardian's Name				Department	
Mark one with an X:	Faculty	Administrator		Staff	
Employment Date	Campus Ext.	E-mail			
Home Address (If different from dependent's)					
Will your child/dependent also be applying to the University of Richmond? (Note: Application to UR is considered Tuition Remission, not Tuition Exchange.)					
				Yes	No
<b>PLEASE SUBMIT MY DEPENDENT'S APPLICATION FOR TUITION EXCHANGE (TE) TO THE FOLLOWING INSTITUTIONS:</b>					
Note: If a school is a TE, Inc. <b>and</b> ACS member, indicate if you wish to apply for both programs. (If possible, list your schools in order of preference. Thanks!)					
1.					
2.					
3.					
4.					
5.					
<b>Student is applying as</b>	Freshman	Sophomore	Junior	Senior	Transfer
<b>Student's Tuition Exchange Start Date</b>					
For Human Resource Services Use			Eligibility Verified		
<b>Date Request Received</b>					

If you wish to list more than six schools, please continue numbering and listing institutions on the back of this form.