

**Application for Undergraduate Tuition Export Scholarship
(For dependent children to attend a non-exchange university)**

Name of Faculty/Administrative Staff Member

Academic Year (a form must be completed each year)

Date of Faculty/Administrative Staff Member full-time hire

Dependent Child Name

Dependent Child Address

Dependent Child Date of Birth

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? If yes, date of adoption Yes No

Will your dependent child be enrolled as a full-time student? Yes No

Please indicate the number of quarters/semesters this dependent has received a tuition scholarship

Name(s) of anticipated Institution(s) Child will be attending

If the anticipated institution(s) is/are participating in one of the Exchanges, did the dependent child apply for an Exchange scholarship to those institution(s)? Yes No

Did your dependent complete the FAFSA? Yes No

List all scholarships, grants and other forms of aid has your dependent has applied for.

Please specify any awards that your child will receive

Source Amount

Source Amount

Source Amount

A copy of your child's birth certificate, adoption certificate, or court document must accompany this application.

Please attach grade report for each year of scholarship renewal.

Your signature below certifies that you have read and understand the tuition policy and you agree to abide by the parameters set forth in the policy.

Employee Signature:

Date:

Approved:

Date:

Human Resources

Eligibility & Limitations

(In instances of discrepancy between this form and the Tuition Policy, the Tuition Policy will prevail).

1. Dependent children of tenured faculty members or administrative staff members whom Wittenberg University has employed prior to July 1, 2013 and for at least five (5) years are eligible to receive a Wittenberg-funded tuition scholarship to attend another 2-year or 4-year accredited post-secondary institution provided all required conditions are met. For all required conditions, please read the Tuition Policy (Appendix I) located in the [Staff Manual](#).
2. The amount of the scholarship for dependents entering in the Fall of 2016 and prior, for a total of 8 semesters, is limited to the current full-time tuition charge at Wittenberg. For dependents entering the Fall of 2017 and after, the amount of the scholarship is limited to seventy-five (75) percent of the current full-time tuition charge at Wittenberg. The amount of the scholarship is subject to further limitations described in the Tuition Policy (Appendix I) located in the [Staff Manual](#).
3. 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.
4. 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.
5. 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.
6. 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 semesters, 12 quarters, of full-time study.
7. Students eligible for an Export Scholarship considering a school that is also in the Tuition Exchange, Inc., CIC Exchange, ELCA Exchange, or GLCA Exchange must also apply for an Exchange benefit. If not accepted for an Exchange benefit, the Export Scholarship benefit will be an available option for dependents eligible for the Export Scholarship.
8. The student is required to apply for all scholarships from the attending institution for which they are eligible. This includes completing the Free Application for Federal Student Aid (FAFSA). Other 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 attending college's tuition prior to applying the Wittenberg tuition export scholarship benefit. Wittenberg's tuition export scholarship will be calculated using the remaining tuition balance. 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.
9. 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.