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**APPLICATION TO PARTICIPATE  
IN THE TUITION EXCHANGE, INC. PROGRAM FOR 2024-2025  
DEADLINE FOR RETURN: Wednesday, October 18, 2023**

**EMPLOYEE INFORMATION**

Employee's Name: \_\_\_\_\_  
Ext.: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Home telephone Number: \_\_\_\_\_ Full-Time Date of Employment \_\_\_\_\_  
Full-Time Years of Service as of 9/1/24 \_\_\_\_\_  
Have you received a Tuition Exchange, Inc. scholarship in the past? ☐ Yes ☐ No  
If Yes, please indicate dates when scholarship was utilized \_\_\_\_\_

**STUDENT INFORMATION**

Student's Name: \_\_\_\_\_  
Student's Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Relationship to Employee: \_\_\_\_\_  
Student's Permanent Home Address: \_\_\_\_\_  
\_\_\_\_\_  
Student's Home Telephone Number: \_\_\_\_\_  
Student's E-mail Address: \_\_\_\_\_  
Student's Current Status: ☐ High School ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior  
(Please check all that apply) ☐ College/University  
High School/College Currently Attending: \_\_\_\_\_

**For the 2024-2025 academic year, eligible Pace University employees will be processing their own TEP applications through Tuition Exchange, Inc.'s EZ online application. After the October 18<sup>th</sup> submission deadline has passed, we will confirm the eligibility of each applicant and send each eligible applicant the EZ online application enrollment instructions via email.**

**Please return to:**

**Carolyn Ventura Lengers  
University Benefits  
Summit, Room 41  
Valhalla Campus  
Fax: (914) 989-8506  
Scan/E-Mail: [benefits@pace.edu](mailto:benefits@pace.edu)**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date