



Notre Dame de Namur University  
1500 Ralston Avenue, Belmont, CA 94002

APPLICATION TO PARTICIPATE IN TUITION EXCHANGE (TE) PROGRAM  
FOR NDNU EMPLOYEES

NDNU Employee's Name \_\_\_\_\_  
(Last) (First) (Middle)

Employing Department \_\_\_\_\_ Date of Hire \_\_\_\_\_  
(mm/yyyy)

Employee's Email Address \_\_\_\_\_

Dependent's Name \_\_\_\_\_  
(Last) (First) (Middle)

Dependent's Social Security Number \_\_\_\_\_

Dependent's Address \_\_\_\_\_  
\_\_\_\_\_

Dependent's Telephone Number \_\_\_\_\_

Dependent's Email Address \_\_\_\_\_

Anticipated First Enrollment Date \_\_\_\_\_

Applying for First Academic Period 20\_\_\_\_\_ to 20\_\_\_\_\_ (Example 2015-2016)

Year in College (please circle one) 1      2      3      4

List TE Institutions where Dependent is making application for admission:

_____	_____
_____	_____
_____	_____
_____	_____

(You may add to or delete from this list after the application is submitted)

*I agree to the conditions of the Tuition Exchange Program as required by NDNU (known as the sponsoring institution), the Tuition Exchange host institution, and the Tuition Exchange itself. I also certify that the above individual is my legal dependent for the tax years listed under the IRS guidelines. (The term "legally dependent" child is limited to a child claimed on the NDNU employee tax return or either a separation agreement or divorce decree issued by a court.)*

\_\_\_\_\_  
(NDNU Employee's Signature)

\_\_\_\_\_  
(Date)

**Please return completed form to the Human Resources department, 1500 Ralston Avenue, Belmont, CA 94002**

Office Use Only: \_\_\_\_ Faculty    \_\_\_\_ Staff \_\_\_\_ Active    \_\_\_\_ Retired    \_\_\_\_ Date of Hire Verification