

QUICK FACTS FOR TUITION EXCHANGE/REMISSION

1. Website for list of participating schools: www.tuitionexchange.org
2. Website for submitting Tuition Exchange request:
<https://webapps.roanoke.edu/humanresources/tuitionexchange.cfm>
3. Website for submitting Tuition Remission request:
<https://webapps.roanoke.edu/humanresources/tuitionremission.cfm>
4. Information needed to complete request form(s):
 - Student's full name
 - Last four digits of student's social security number (**required**)
 - Student's email address
 - Name of college for exchange
 - Parent's name
 - Parent's years of employment
 - Number of classes for summer (if applicable)
5. Renewals must be requested **each** year. It is not automatic.
6. Two classes each summer are allowed and are considered "free" and do not count against the eight semesters granted.
7. One May term is allowed. If it involves travel, the fee of the class is the only benefit, not the cost of the travel.
8. Deadline for submission is **DECEMBER 31st** of the year prior to fall enrollment.