



LOYOLA UNIVERSITY MARYLAND

— 1852 —

**TUITION EXCHANGE & FACHEX PROGRAM
SCHOLARSHIP RECERTIFICATION - UNDERGRADUATE TUITION
(Returning Students Only)**

To remain eligible for participation in the Tuition Exchange and FACHEX Programs, dependents must be recertified prior to the start of each academic year. This recertification form, along with the employee's most recent Form 1040, must be submitted to Human Resources before the start of each Fall Semester. Eligibility for participation does not guarantee continued scholarship approval. Loyola University Maryland is responsible for confirming an employee's eligibility for the program. The Import School (the institution where the dependent is enrolled) manages the decision-making process for ongoing scholarship approval. Questions about the scholarship should be directed to the Import School's student finance office.

EMPLOYEE INFORMATION:

Employee Name: _____ Date of Employment: _____

STUDENT INFORMATION:

Student Name: _____ Last 4 Digits of SSN: XXX-XX- _____

Birthdate: _____

IMPORT INSTITUTION INFORMATION:

School Name: _____

Recertifying for Academic Year (enter years): 20_____ - 20_____

Student will be a (check one of the following): Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐

Annual Dependent Verification Requirement: A current Form 1040 must be submitted each year that the student remains enrolled in the Program. To continue eligibility, the student must be classified as the employee's dependent, based on the IRS definition of a dependent. If the student withdraws from the program for any reason, Human Resources must be notified immediately to ensure timely updates to eligibility status. For questions or assistance, please contact Benefits & Wellness at 410-617-1365.

Employee Signature: _____ Date: _____

Fax this application to 410-617-5072 or email jscott9@loyola.edu

FOR HUMAN RESOURCES USE

Date Application Received: _____ Updated Form 1040 Attached: Yes or No

Is Employee Job Status Active? **Yes or No**

Is Employee Full-time? **Yes or No**

Comments: _____
