

Verification of Employment

Regent University participates in several tuition waiver exchange programs, which are open to full-time employees, their spouses and eligible dependents (based upon the IRS definition of dependent), after one full year of employment at Regent. Keep in mind that these are scholarship programs, and not an employee benefit. Applications and Verification of Employment are due **October 15th** for enrollment in the fall semester of the following year. For example: If you are seeking TWEP benefits for Fall 2025 the applications and verification of employment documents are due **October 15, 2024**.

Print Employee Name: _____

Print Dependent or Spouse Name: _____

Print Employee Position: _____

Hire Date: _____

Check One: Full Time Employee Part Time Employee

Check Interested Program(s) Below:

- Council of Independent Colleges' Tuition Exchange Program (CIP-TEP)
https://www.regent.edu/admin/registrar/tuition_exchange/CIC_tuition_exchange_program.cfm
- Council for Christian Colleges & Universities Tuition Waiver Exchange Program (CCCU-TWEP)
https://www.regent.edu/admin/registrar/tuition_exchange/CCCU_TWEP.cfm
- The Tuition Exchange (TE)
<https://www.tuitionexchange.org/>
- Regent's Tuition Waiver Exchange Program (TWEP)
https://www.regent.edu/admin/registrar/tuition_exchange/tuition_waiver_exchange_program.cfm

Employee Signature: _____ Date: _____

Human Resources Representative: _____ Date: _____

Decision: _____ Date: _____

This form is to be used only for HR verification of employment for Tuition Waiver Exchange Programs.

Please return this form to registrar@regent.edu or fax: 757-352-4033.