

# 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 forms are due by October 15, 2026 for enrollment in fall 2027.**

Print Employee Name: \_\_\_\_\_

Print Dependent or Spouse Name: \_\_\_\_\_

Print Employee Position: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Must be a FULL-TIME EMPLOYEE

## Check Applicable Program(s)

Council of Independent Colleges' Tuition Exchange Program (CIP-TEP) *FOR UNDERGRADUATE AND GRADUATE PROGRAMS*  
[https://www.regent.edu/admin/registrar/tuition\\_exchange/CIC\\_tuition\\_exchange\\_program.cfm](https://www.regent.edu/admin/registrar/tuition_exchange/CIC_tuition_exchange_program.cfm)

Council for Christian Colleges & Universities Tuition Waiver Exchange Program (CCCU-TWEP) *FOR UNDERGRADUATE AND GRADUATE PROGRAMS*  
[https://www.regent.edu/admin/registrar/tuition\\_exchange/CCCU\\_TWEP.cfm](https://www.regent.edu/admin/registrar/tuition_exchange/CCCU_TWEP.cfm)

The Tuition Waiver Exchange (TE) *FOR UNDERGRADUATE PROGRAMS ONLY*  
<https://www.tuitionexchange.org/>

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.