Tuition Exchange

1. Log into the portal
2. Click on Human Resources on the left side

* Select Dependent Tuition Benefits
* Click on the [+] on the right side of New Request
* Select Dependent
* Select Tuition Exchange
* Click Start

1. Check the employee and student information for accuracy
2. Update contact information for the student if it is not the same as the employee
3. Select the correct College Grade Level from the drop down menu i.e. for a senior in high school you would select Freshman
4. Select up to 10 schools you wish to have certifications sent to. You can add schools at a later time by signing back into the application. If you cannot find a school on the list, please contact Sean Hudson at [hudson2@canisius.edu](mailto:hudson2@canisius.edu)
5. Click Submit
6. Your application is sent to Cheryl Grinnen in Human Resources to verify eligibility then sent to Sean Hudson for certification.
7. You will receive an email when your application has been processed.