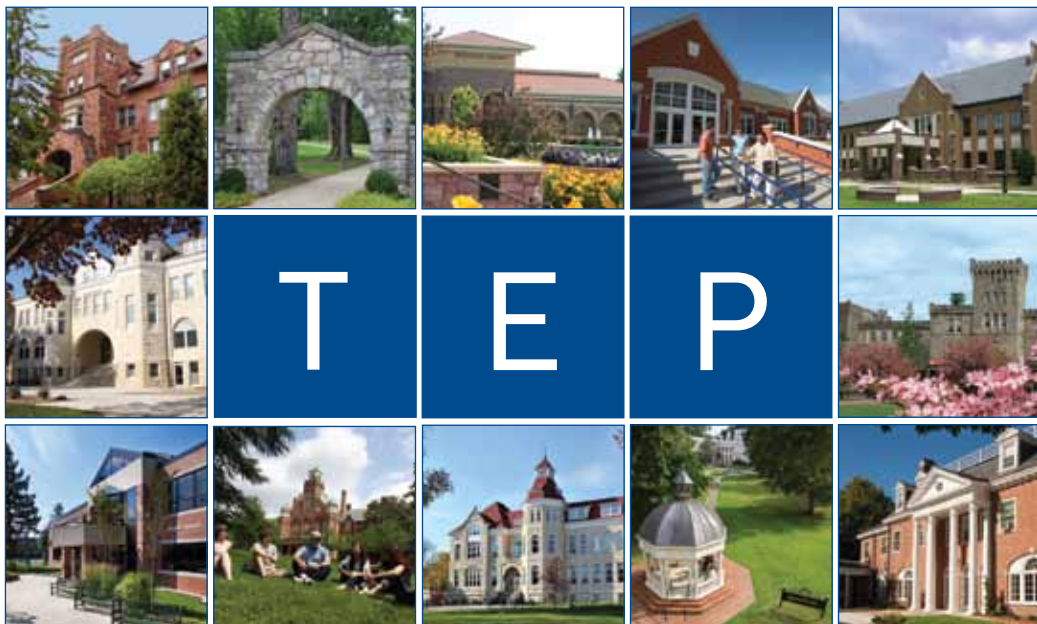




# THE COUNCIL OF INDEPENDENT COLLEGES

## T U I T I O N   E X C H A N G E   P R O G R A M



*“CIC’s Tuition Exchange Program strengthens our efforts to recruit and retain good employees. It is valuable to Manchester College as both an incentive and a benefit to those who work here.”*

*—Jo Young Switzer, President, Manchester College*

*“Faculty and staff members at Ripon College value the CIC Tuition Exchange Program for the variety of alternatives it provides for their children and spouses. This contributes to employee satisfaction and recruitment by helping to keep college affordable and accessible.”*

*—Gerald Seaman, Interim President, Ripon College*



## Message from the President

For almost three decades, the Council of Independent Colleges has offered member institutions a major cost-saving benefit—the CIC Tuition Exchange Program (CIC-TEP).

CIC-TEP was developed to provide a college access program for faculty and staff members and their dependents at member colleges and universities. The program has been designed in a way that avoids costly fees and cumbersome credit-debit limitations. As CIC’s institutional membership has grown, so has participation in this program. CIC-TEP membership now includes almost 400 institutions throughout the United States.

By working together through CIC’s Tuition Exchange Program, participating institutions have established an educational resource that enhances each institution’s employee benefits package.

CIC-TEP is one of the largest national tuition exchange programs of private, four-year colleges and universities and serves to encourage attendance at these institutions.

Please contact the program’s director, Ed Clark, at [eclark@cic.nche.edu](mailto:eclark@cic.nche.edu) or (202) 466-7230 if you have questions.

Richard Ekman  
President  
Council of Independent Colleges

*“The Tuition Exchange Program has been a major benefit for Huston-Tillotson University employees. It has afforded options for our dependents that would not have been within reach ordinarily.”*

*—Larry L. Earvin, President and CEO, Huston-Tillotson University*



## CIC Tuition Exchange Program

CIC-TEP is a network of CIC colleges and universities willing to accept, tuition-free, students from families of full-time employees of other CIC-TEP participating institutions (full-time as designated by the employer/institution).

All full-time employees of a CIC-TEP participating institution are eligible for the benefit, along with their spouses and dependents (according to the IRS definition of a dependent). Specifically, each participating institution in CIC-TEP agrees to accept (import) three or more students from other colleges without regard to the number of students it exports. Student applicants must be admissible at the host/importing institution in accordance with regular institutional admission standards and must comply with all of the host/importing institution's financial aid policies and procedures. Applicants must maintain good academic standing and satisfactory academic progress.

Students are responsible for all non-tuition charges—room, board, and fees—at the host/importing institution. Since there are no limitations on the total number of exports, this program may be used by any full-time employee of a participating institution. This approach is both nondiscriminatory and in full compliance with IRS regulations.



*“The greatest gift I can give to my children is the gift of education. I am so very fortunate to have been able to provide for the future of my children by participating in the CIC Tuition Exchange Program. The opportunities are endless and the rewards will be everlasting.”*

*—Patricia Ann Zusinas, Coordinator of Doctoral and Graduate Studies, School of Education and Social Sciences, Robert Morris University*

## Special Features of CIC-TEP

Several distinctive elements of CIC’s Tuition Exchange Program provide significant advantages for participating institutions:

- **True Access Program.** CIC-TEP has no limitations on the number of exports nor are there any credit-debit limitations.
- **All Full-time Employees are Eligible.** CIC-TEP does not limit exchange benefits to certain groups of employees. As long as an employee is designated as full-time by a participating institution, she or he is eligible to receive exchange benefits.
- **Employees, Spouses, and Dependents Can Participate.** CIC-TEP does not limit undergraduate benefits to the employee’s dependents. Employees, spouses, and dependents are all eligible for full tuition benefits.
- **Optional Waiting Period for Receipt of the Benefit.** Institutions have the option of making qualified employees immediately eligible or setting a waiting period consistent with their own campus tuition remission programs.
- **No Hidden Fees.** CIC members whose annual CIC membership dues are current may participate in TEP. CIC-TEP does not charge placement fees per student exported. To join TEP, an institution pays a registration fee of \$350 per year.
- **Full Tuition Benefit.** All CIC-TEP participating students receive a full tuition remission benefit.

- **Institutions Are Not Required to Import More than Three New Students a Year.** This provision is designed to protect the host/importing institution from being inundated with exchange students.
- **Not Restricted to Full-time Undergraduates.** Host/importing institutions may permit students to enroll in part-time, graduate, online, and/or study-abroad programs. (Eligibility for graduate program benefits is limited to the employee and spouse.)
- **National and International Exchange Opportunities.** Benefits are not limited to national exchanges. CIC-TEP provides for international exchanges when host/importing institutions allow it.
- **Host/Importing Institutions May Keep the Student's Pell and State Scholarships.** In order to offset expenses for the host/importing institution and provide an additional benefit, CIC-TEP allows institutions this privilege.
- **Option of Dual Memberships.** CIC-TEP participating institutions are permitted to join other tuition exchange programs. In fact, many institutions participating in CIC-TEP also enroll in additional exchange programs.
- **Lists of Participating Institutions.** CIC maintains an easily accessible and current listing of CIC-TEP participating institutions on its website, [www.cic.edu/TEP](http://www.cic.edu/TEP).

## Procedures for Institutions

Institutions participating in CIC-TEP must be members of the Council of Independent Colleges. Institutions not currently members of CIC should contact CIC for membership information. Participating institutions must register annually for the CIC-TEP network by completing the Tuition Exchange Program Registration Form and paying an annual registration fee of \$350.

As part of the registration process, each participating institution must appoint a CIC-TEP liaison officer to authorize the institution's export applicants as eligible for CIC-TEP benefits. The liaison officer is responsible for verifying eligibility of export applicants and managing the approval process for import applications. His/her contact information is posted on the online list of participating institutions.

Institutions must be registered by June 30 of the year preceding any academic year that they plan to import or export students.

Early registration provides maximum opportunity for student choice.

## Procedures for Students and Liaisons

(All guidelines, procedures, and forms can be found on the CIC website, [www.cic.edu/TEP](http://www.cic.edu/TEP).)

The student must first contact the TEP liaison officer at the home/exporting institution.

The liaison officer at the home/exporting institution determines employment eligibility.

The home/exporting liaison completes the TEP Participation Form and directs the form to the liaison at the institution to which the student is applying.

The student applies for admission directly to the institution(s) of his or her choice and submits all required financial aid information.

For new applicants, the admissions office of the host/importing institution informs the student of her/his acceptance to attend the institution.

For renewal applicants, the host/importing institution determines whether the enrolled student is maintaining good academic standing and satisfactory academic progress.

The liaison officer of the host/importing institution informs the student of her/his acceptance into CIC-TEP.

## General Guidelines

### Responsibilities of the home/exporting institution

The home/exporting institution must authorize CIC-TEP participation by student applicants as full-time employees of the institution, dependents (according to the IRS definition of dependent), or spouses of full-time employees. CIC-TEP benefits are automatically terminated at the end of the current term if the qualifying employee drops below full-time employment at the exporting institution or a participating institution discontinues CIC-TEP membership. No limit is placed on the total number of students that each institution may export.

The home/exporting liaison officer is responsible for (annually) determining whether the participant remains eligible for the CIC-TEP benefit. He/she must send the CIC-TEP Student Participation Form to the host/importing institution in a timely manner.

The home/exporting liaison officer verifies continued eligibility of the student by annually submitting the CIC-TEP Student Participation Form to the host/importing liaison officer.



*“CIC’s Tuition Exchange Program is an essential component in our efforts to attract and retain high quality faculty and staff, who often need to incorporate their children’s college plans into a decision to join the university.”*

*—George Martin, President, St. Edward’s University*

### **Responsibilities of the host/importing institution**

The host/importing institution determines whether student applicants are admissible, in accordance with regular institutional admission standards and in compliance with all host/importing institution financial aid policies and procedures.

The host is required to “import” a minimum of three new admissible CIC-TEP applicants each year. Institutions are not required to consider applications received after April 1.

The host/importing institution’s commitment to each student is limited to full tuition remission. (Institutions may not grant a partial tuition waiver.) Host/importing institutions may use other tuition-specific student financial aid to offset a portion of the full tuition.

The host/importing institution determines whether enrolled students are maintaining good academic standing and satisfactory academic progress. Students in good standing are automatically eligible for up to three years of annual renewal of tuition remission for undergraduate study (for a total benefit of four years).

### **Responsibilities of student applicants**

Student applicants are required to submit all financial aid awards to the host/importing institution. (Host/importing institutions should establish policies dealing with specific financial awards.)

Students are responsible for all non-tuition expenses such as room, board, and fees.

Students are eligible for CIC-TEP benefits for a total of eight semesters (consecutive or non-consecutive). Host/importing institutions are under no obligation to extend the benefit beyond eight semesters.

Updated February 2012

**For further information about CIC's Tuition  
Exchange Program, contact:**

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