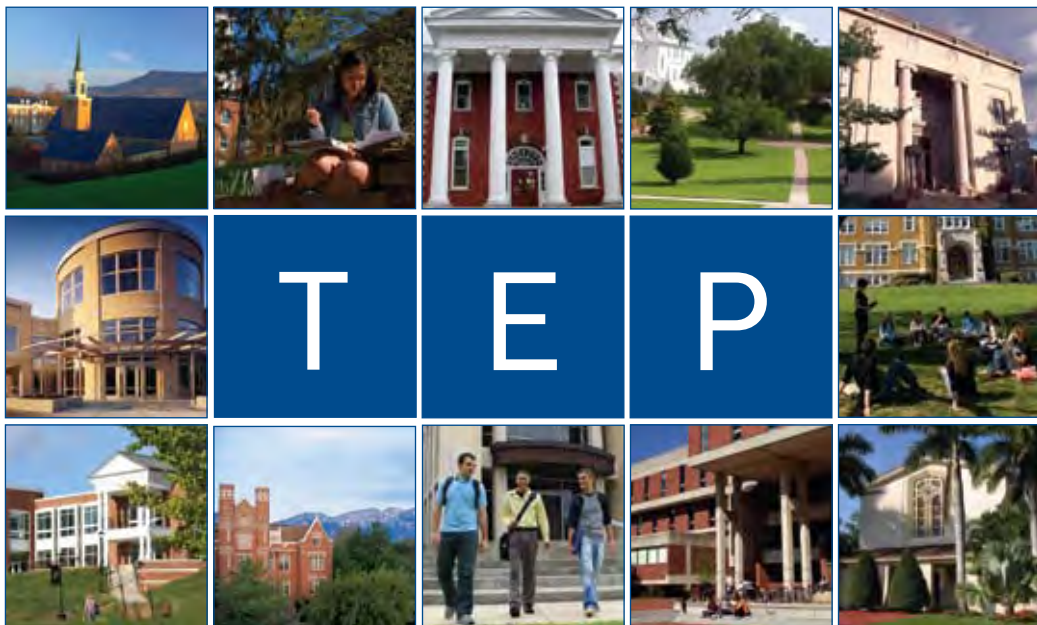




# THE COUNCIL OF INDEPENDENT COLLEGES

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



*“As both an incentive and a benefit, the Tuition Exchange Program often makes the difference in recruiting and retaining good employees with dependents.”*

*—Mary E. Hines, President, Carlow University*



## Message from the President

For more than two 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. TEP membership now includes more than 380 institutions throughout the United States.

By working together through the CIC 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

*“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*



## CIC Tuition Exchange Program

The 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 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 the CIC-TEP agrees to accept (import) a limited number of 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 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 institution in which they enroll (host/importing institution). Since there are no limitations on the total number of exports, this program may be used by any full-time employee at a participating institution. This approach is both nondiscriminatory and in full compliance with IRS regulations.

## Registration

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 also would be the contact person for applicants from other institutions regarding their acceptance by the host institution.

Institutions must be registered by June 30 of the year preceding any academic year that they import or export students and must pay the registration fee during each year that they participate in the program. CIC maintains a current listing of CIC-TEP participating institutions and registration information on its website at [www.cic.edu/TEP](http://www.cic.edu/TEP).

Early registration provides maximum opportunity for student choice.



## Guidelines and Procedures

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

### Responsibilities of the home (exporting) institution

The home institution must authorize 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. No limit is placed on the total number of students that each institution may export.

Once it has been determined that the student is eligible for the benefit, the TEP Liaison Officer at the home/exporting institution must direct the application to the Liaison Officer at the host/importing institution in a timely manner.

### Responsibilities of student applicants

Each student must first apply for admission directly to the institution(s) of his or her choice in accordance with the institution's procedures, submitting all required financial aid information.

Second, student applicants must contact the TEP Liaison Officer at the home/exporting institution and complete the Tuition Exchange Program Student Application Form (provided by CIC). Once completed, the TEP Liaison Officer at the home/exporting institution will direct the application to the host/importing institution for determination of acceptance to CIC-TEP.

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

Students are responsible for all other expenses such as room and board.

### **Responsibilities of the host (importing) institution**

The host institution determines whether student applicants are admissible, in accordance with regular institutional admission standards and in compliance with all host 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 required to reserve these three slots until April 1.

The host institution’s commitment to each student is limited to full tuition remission. (Institutions may not grant a partial tuition write-off.) Host institutions may use other tuition-specific student financial aid to offset some of this remission.

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

Host institutions will determine whether CIC-TEP benefits may be used for part-time, graduate, and/or international study.

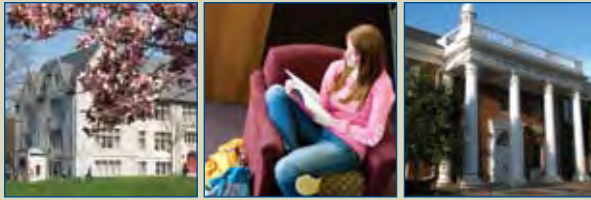
The admissions office of the host institution is responsible for informing the student of her or his acceptance to attend the institution.

The Liaison Officer of the host institution is responsible for informing the student of her/his acceptance into CIC-TEP.

The host institution determines whether enrolled students are maintaining good academic standing and satisfactory academic progress.

### **Student continuation**

Continued eligibility for participation is determined by the annual filing of the CIC-TEP Student Application Form by the home/exporting institution’s Liaison Officer. 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).



*“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, Doctoral Program in Instructional Management and Leadership 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 participants:

- **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 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.** Once an institution has become a CIC member and has paid its annual membership dues, it registers (annually) for CIC-TEP and pays the annual institutional registration fee of \$350. CIC-TEP does not charge placement fees per student exported.
- **Full Tuition Benefit.** Institutions may not grant a partial tuition write-off. All CIC-TEP participants receive a full tuition remission benefit for each eligible student.



*“Viterbo University has been a proud and satisfied member of the CIC Tuition Exchange Program for more than a decade. We find it a valuable recruitment tool for faculty and staff.... It is sometimes awkward for the sons and daughters of faculty and staff to attend college where their parents are prominent teachers or senior administrators. CIC-TEP provides excellent options in such cases.”*

*—Rick Artman, President, Viterbo University*

- **Institutions Are Not Required to Import More than Three New Students a Year.** This provision is designed to protect the host institution from being inundated with Exchange students.
- **Host Institutions May Keep the Student’s Pell and State Scholarships.** In order to offset expenses for the host institution and provide an additional benefit, CIC-TEP allows institutions this privilege.
- **Lists of Participating Institutions.** CIC maintains an easily accessible and current listing of CIC-TEP participating institutions on its website, [www.cic.edu](http://www.cic.edu). Early registration provides maximum opportunity for student choice.
- **Not Restricted to Full-time Undergraduates.** Some host institutions may permit students to enroll in part-time, graduate, 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. The CIC-TEP provides for international exchanges when exporting and host institutions allow it.
- **Option of Dual Memberships.** CIC-TEP participants are permitted to join other tuition exchange programs. In fact, it may be beneficial for institutions participating in the CIC-TEP also to enroll in additional exchange programs.

*“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*

Updated April 2009

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

Council of Independent Colleges  
One Dupont Circle, NW, Suite 320  
Washington, DC 20036-1142  
Phone: (202) 466-7230  
Fax: (202) 466-7238  
Email: [eclark@cic.nche.edu](mailto:eclark@cic.nche.edu)  
[www.cic.edu/tep](http://www.cic.edu/tep)



THE COUNCIL OF  
INDEPENDENT COLLEGES

