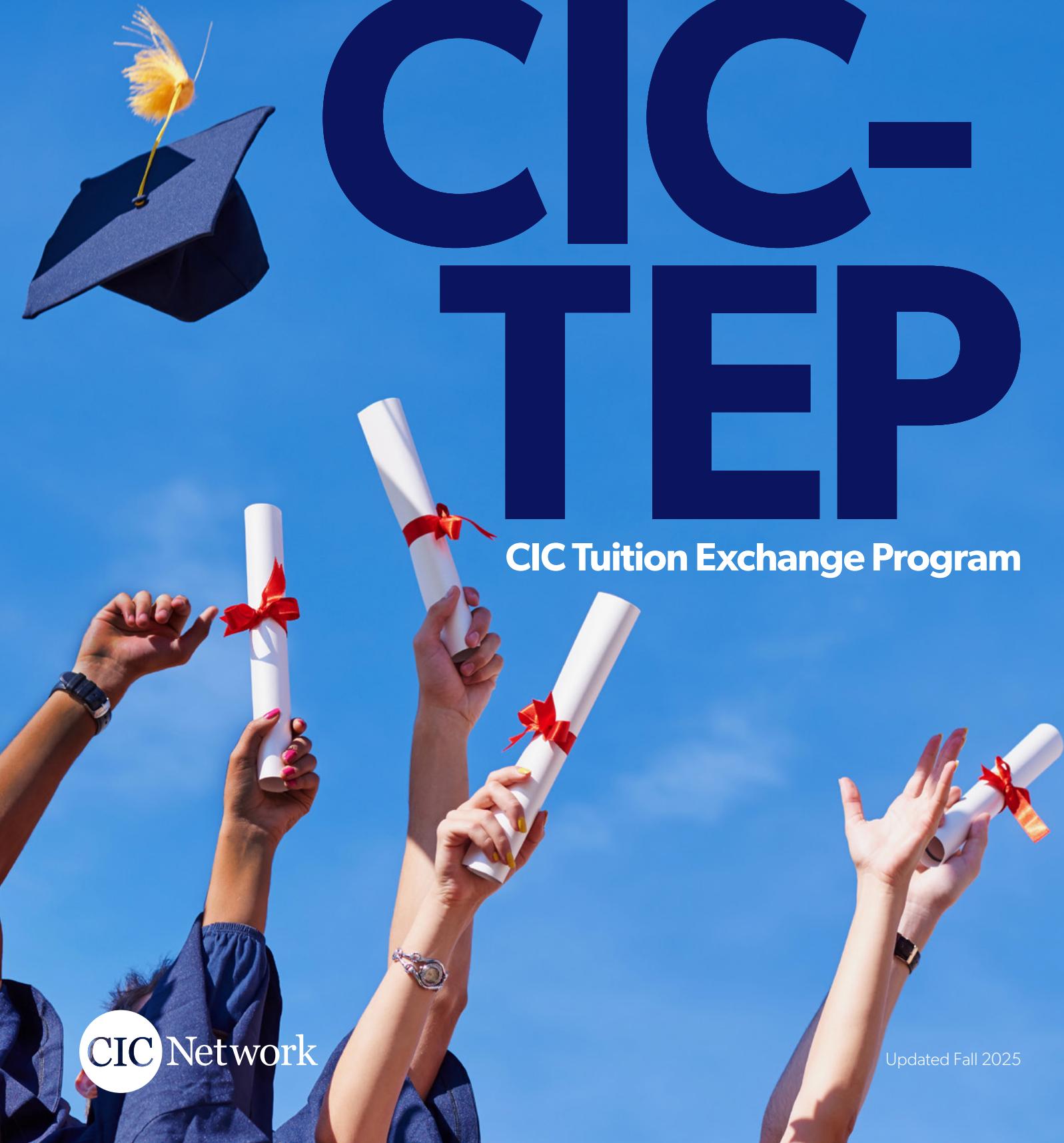


An easy-to-administer  
and highly valued benefit  
for your employees

# CIC- TEP

CIC Tuition Exchange Program



# What Is CIC-TEP?

The CIC Tuition Exchange Program (CIC-TEP) is a network of member colleges and universities that are willing to accept full-time employees and their family members as students, tuition-free. Working together, participating institutions provide employees and their dependents this valuable education benefit, helping them recruit and retain their on-campus workforce. So long as importing and exporting institutions remain in the program and the student continues to be qualified, the benefit can be automatically renewed for up to eight semesters.

## Quick Facts

CIC-TEP covers the **full cost of tuition** for your employees and their dependents.

Over **400 member campuses** provide tuition-free opportunities through the network.

Each participating CIC institution is required to accept at least three eligible students per year.

Nearly **1,000 students** receive at least one award each year.

## How to Administer the Program

The CIC-TEP Online Portal gives campus liaison officers instant access to a one-stop shop for submitting and managing student applications. The community forum connects campus liaisons with counterparts at other participating institutions for online discussion and gives them access to an archive of documents and resources on best practices.

Having no import/export balance requirements increases the likelihood of receiving an award for qualified employees and their families.

## How to Join

**Maintain active membership.** Your institution must be a member of CIC in good financial standing to participate in CIC-TEP.

**Appoint a liaison.** As part of the registration process, your institution must appoint a campus liaison who will be responsible for authorizing export applicants as eligible for CIC-TEP benefits and managing the approval process for import applications.

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For detailed rules, procedures, and guidelines, please visit [cic.edu/TEP](http://cic.edu/TEP) or contact Alicia Jackson, CIC membership services and program manager, at (202) 599-3955 or [tep@cic.edu](mailto:tep@cic.edu).

## Benefits of CIC-TEP

**Full tuition benefit.** The CIC-TEP benefit covers the full cost of tuition for students at all participating institutions. (It does not cover fees or room and board.)

**Broad eligibility for employees.** All full-time employees of participating institutions are eligible to receive exchange benefits.

**Spouses and dependents are also eligible.** Spouses and dependents of full-time employees may also receive tuition benefits.

**No hidden fees to participate.** Students can apply to multiple CIC-TEP institutions without paying application or placement fees.

**Flexible study options.** In addition to full-time undergraduate study, institutions may allow "import" students to enroll in part-time, graduate, doctoral, online, and/or study-abroad programs.

**Easy administration.** Administering CIC-TEP is easy and can be done through our online portal.

**Large network.** Currently, nearly 420 colleges and universities in 47 states and seven countries participate in CIC-TEP, giving families a wide range of choice. Visit [cic.edu/membership/TEP/](http://cic.edu/membership/TEP/) for a list of participating institutions.