

CIC Tuition Exchange Program Terms and Conditions

Participation Guidelines

- All CIC-TEP institutions must be current members of the Council of Independent Colleges in good standing. CIC membership payments are due by August 1 of each year. Institutions interested in joining CIC-TEP or CIC in general should contact tep@cic.edu for information.
- CIC-TEP is a free CIC member benefit, with no additional participation or transaction fees. If a CIC-TEP institution terminates their CIC-TEP membership, the CIC-TEP award will cease to exist for any import or export students affiliated with that institution. Any active applications will be deactivated, and any future tuition awards given in lieu of CIC-TEP will not be tracked in the CIC-TEP portion of TE's platform.
- If a school withdraws from CIC-TEP, notifications must be sent to any active import or export students and their TELOs.
- Institutions must import at least 3 new admissions-qualified students each year through CIC-TEP. If an applicant is eligible for CIC-TEP and TE, institutions may only award the student with one type of award (either CIC-TEP or TE). TE awards do not count toward the total number of CIC-TEP awards given. 100
- The CIC-TEP benefit amount is the full cost of institutional tuition.

Portal Management

- TELOs must create and maintain TE Portal school profiles, including adding and removing system users.
- TELOs must add and maintain Annual Aid Year School Information for all years. If the information is not populated or if export/import application deadlines are past, your institution will not be available for selection in the employer list by your employees/dependents or for prospective import students to select on TE EZ-Application.

Import Institution Responsibilities

- The import institution determines whether student applicants meet standard institutional admission requirements and comply with all financial aid policies and procedures.
- The import institution is required to accept a minimum of three new, admissions-qualified CIC-TEP applicants each year. This rule applies if your organization also participates in Tuition Exchange (TE). Providing students with TE awards will not fulfill your annual participation requirements as a CIC-TEP school.
- The liaison must update the status of applications as soon as possible, for import schools to receive applications in a timely manner.
- Institutions are not required to consider applications received after April 1.
- The import institution's commitment to each student through CIC-TEP is full tuition remission. Institutions may not grant a partial tuition waiver.
- Importing institutions should establish detailed financial award policies that clearly outline the terms and conditions for their enrolled students receiving a CIC-TEP award, including any academic requirements or standards
- The import institution may apply other financial aid designated for tuition (such as Pell grants and some state scholarships) to offset a portion of the full tuition.

Council of Independent Colleges
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- The import institution determines whether enrolled students are maintaining good academic standing and satisfactory academic progress.
- Students are eligible for the CIC–TEP benefit for a total of eight semesters (consecutive or nonconsecutive).
- Institutions are not obligated to extend the benefit beyond eight semesters.
- The import institution must update the student’s application status through the CIC–TEP Portal and, if approved, whether the student accepts/ rejects the award.
- Institutions may not import their own export students as CIC-TEP award recipients.
- If a student is eligible for a TE scholarship and CIC-TEP award, they will be considered for each program. The liaison will designate for which program they are selected.
- Institutions are responsible for communicating award decisions with students, according to their respective timelines.
- Participating institutions must register annually for the CIC–TEP network. Enrollment reviews are September 30 and January 30 of each year. Liaisons must recertify applications each year by November 1.
- Graduate programming is only available to full-time employees and their spouses. Dependents enrolled in CIC-TEP may only use the benefit for undergraduate programming.

Export Institution Responsibilities

- The export liaison must authorize participation by student applicants who are full-time employees, dependents of full-time employees (as defined by IRS), or spouses of full-time employees.
- All liaisons receive a daily digest email, with notification of new import and export applications. The export liaison must promptly submit eligible student applications to the import institution.
- No limit is placed on the total number of students that each institution may export.
- There is no limit to the number of students each institution may export.
- If the qualifying employee is no longer eligible to participate in CIC-TEP or if the institution discontinues CIC–TEP membership, benefits will automatically terminate at the end of the current term.
- The export liaison must annually verify continued eligibility by completing enrollment reviews on September 30 and January 30 of each year.

Acknowledgment:

☐ I understand and agree to the terms of the CIC Tuition Exchange Program.

Institution:

Name:

Email:

Date:

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