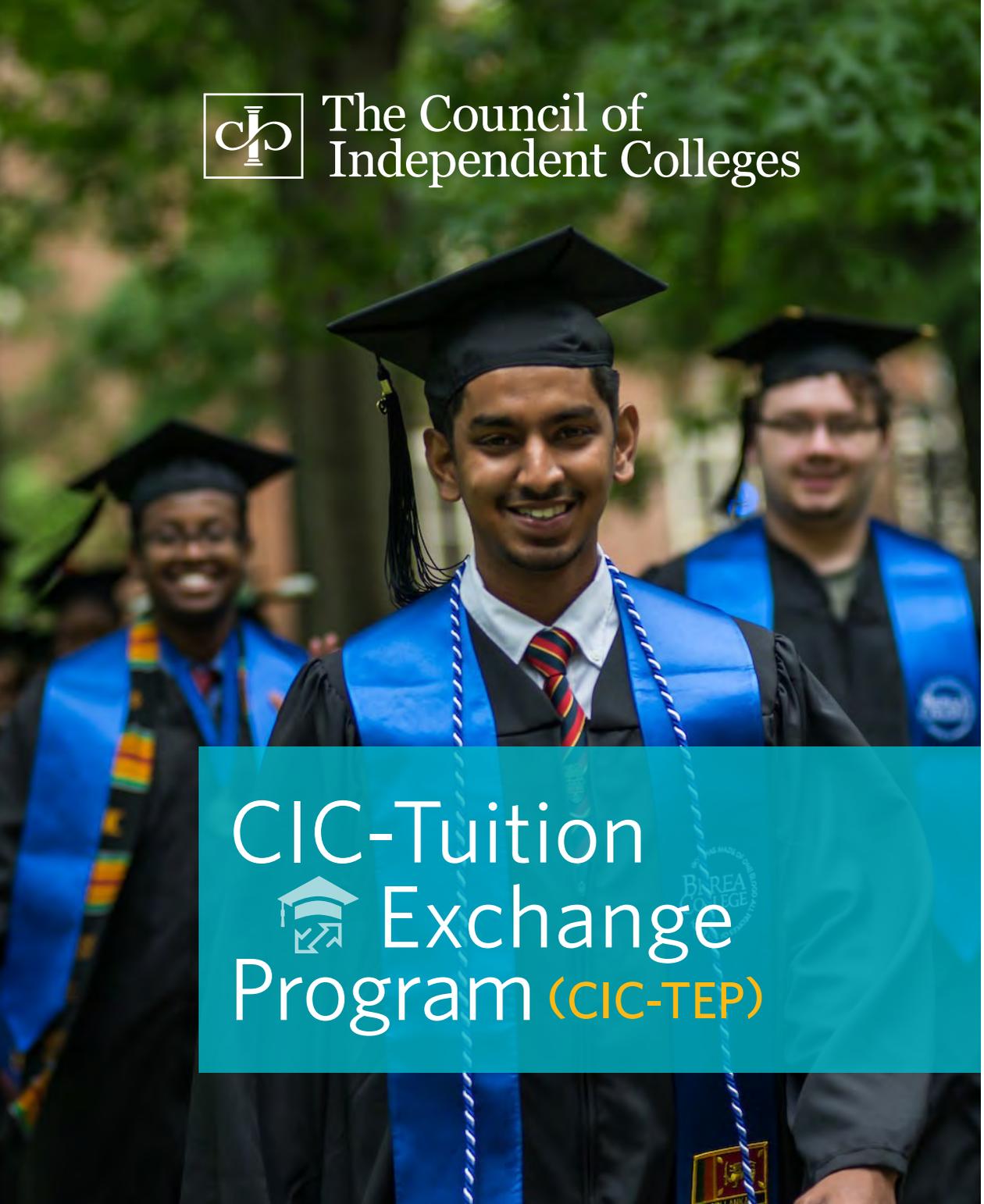




The Council of
Independent Colleges



CIC-Tuition
 Exchange
Program (CIC-TEP)

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

www.cic.edu/TEP



“Our staff and faculty here at Judson University have greatly enjoyed the benefits from the CIC Tuition Exchange Program. With an exceptional list of participating colleges and universities, our students have thrived in institutions nearby and far away.””

— Vincent Peluso, Director of Financial Aid,
Judson University (IL)

What Is CIC-TEP?

The CIC Tuition Exchange Program (CIC-TEP) is a network of member colleges and universities that are willing to accept as students, tuition-free, full-time employees and their family members. The program is expressly designed to avoid costly fees and cumbersome credit-debit limitations. As long as both institutions remain in the program and the student continues to be qualified, the benefit can be automatically renewed for up to four years or eight semesters.



More than **435 member campuses** provide your employees with many great choices.

Quick Facts

- Having no student exchange requirements ensures **flexibility** for your employees.
- Sixty-seven percent of applicants received at least one award. That's about **2,000 students** enrolled in participating colleges who might have gone elsewhere.



Why Your Institution Should Participate in TEP

CIC-TEP provides institutions with a cost-effective, flexible, and easy way to give full-time employees an important family benefit while encouraging enrollment from other participating institutions.

By participating in CIC-TEP, your employees and their families can join the tens of thousands of employees and their spouses and dependents who have been able to attend college tuition-free over the last 40 years. CIC-TEP is not just a highly valuable and cost-effective education benefit for employees and their families; it also makes your institution more appealing to students from families employed at other participating institutions.

CIC-TEP is the largest tuition exchange program of private colleges and universities in the nation. By working together, participating institutions have established an educational resource that serves to recruit and retain employees at these institutions. Today, nearly 440 colleges and universities (roughly two-thirds of all CIC members) from 47 states and seven countries participate in the program.

CIC-TEP offers many advantages to participating institutions and employees.

- **No balance requirements.** Since there are no limitations on the number of students who can use the benefit, institutions do not need to monitor students to make sure that the numbers of “import” and “export” students are in balance. No money ever changes hands between institutions.
- **Broad eligibility for employees.** All employees designated as full-time by a participating institution are eligible to receive exchange benefits. There is no need to limit use of the benefit to only certain groups of employees.
- **Spouses and dependents are also eligible.** In addition, spouses and dependents of full-time employees may also receive tuition benefits.
- **Full tuition benefit.** The CIC-TEP benefit covers the full cost of tuition for students at all participating institutions.



- **Enrollment incentive.** Students from families of employees at other institutions have an incentive to enroll at your institution.
- **Dual memberships.** Institutions often participate in several tuition exchange programs to maximize student choice.
- **No hidden fees.** Students can apply to multiple institutions without paying application or placement fees.
- **Flexible study options.** In addition to full-time undergraduate study, institutions can allow “imported” 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 online.
- **Optional waiting period.** Institutions have the option of making qualified employees immediately eligible or setting a waiting period consistent with their own campus tuition remission programs.
- **Financial aid award options.** The importing institution may use the student’s Pell and state scholarships to offset expenses.
- **Institutional selection criteria.** Each participating institution sets its own criteria for selecting applicants into the program.
- **Large network.** Nearly 440 colleges and universities in 47 states and seven countries participate in CIC-TEP, giving families a wide range of choice. CIC maintains a list of participating institutions on its website, www.cic.edu/TEPinstitutions.

CIC-TEP covers the
full cost of tuition for
your employees.





Administering the program is easy with CIC-TEP online tools.

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 best practice resources.



Having no **import/export** balance requirements guarantees access for qualified employees and their families.

“The CIC Tuition Exchange Program has been an amazing resource and valuable benefit for our faculty and staff. We feel very grateful to be a member of this incredible program!”

— Catherine Maun, Associate Director of Financial Aid,
Augsburg University (MN)

How to Join

- **Maintain active membership.** Your institution must be a member of CIC to participate in CIC-TEP.
- **Submit payment of the registration fee.** Submit the \$375 annual registration fee by August 31, 2023 to be listed as a participating institution during the 2023-2024 year academic and for students to use the benefit during the 2023-2024 year.
- **Appoint a liaison.** As part of the registration process, appoint a campus liaison who will be responsible for authorizing the institution’s export applicants as eligible for CIC-TEP benefits and managing the approval process for import applications.

For detailed rules, procedures, and guidelines, please visit www.cic.edu/TEP or contact Faith Brown, CIC tuition exchange and programs manager, at (202) 466-7230 or tep@cic.edu.



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One Dupont Circle, NW, Suite 320
Washington, DC 20036-1142
Phone: (202) 466-7230
Email: tep@cic.edu
www.cic.edu/TEP

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