“As the parent of a former CIC-TEP awarded student, I can personally attest to the value of the CIC-TEP benefit for CIC member employees. It also allows students to pursue programs of interest that may be unavailable at the CIC institution of origin.”

—Robin Dummer, President, Simpson University (CA)
"The CIC Tuition Exchange Program is a remarkable program and an invaluable resource for our employees, their children, and their spouses. It complements one of the institution’s most important priorities—to broaden access to higher education and, at the same time, to give real meaning to the ideal of ‘affordability.’"

—Haywood L. Strickland, President and CEO, Wiley College (TX)

Message from the President

For more than three decades, the Council of Independent Colleges has offered member institutions a major cost-saving and faculty recruitment 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 to avoid costly fees and cumbersome credit-debit limitations. As CIC’s membership has expanded, so has participation in this program. CIC-TEP membership now includes 434 institutions throughout the United States and several overseas, with more than 60 institutions having joined within the last five years.

CIC-TEP is the largest tuition exchange program of private, four-year colleges and universities and serves to recruit and retain employees at these institutions. By working together, participating institutions in CIC-TEP have established an educational resource that enhances each institution’s employee-benefits package.

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

Richard Ekman
President
Council of Independent Colleges
“The Baldwin Wallace University community places a high value on a liberal arts education. The CIC Tuition Exchange Program makes that education a reality for many of our faculty and staff members and their children, and for that they are incredibly grateful.”

—Robert Helmer, President, Baldwin Wallace University (OH)

CIC Tuition Exchange Program

CIC-TEP is a network of CIC member colleges and universities willing to accept, tuition-free, students from families of full-time employees of other participating institutions.

Each participating institution agrees to accept (import) annually at least three new students from other participating institutions. There are no limitations on the total number of exports. Each participating institution sets its own criteria for selecting applicants into the program. This approach is both nondiscriminatory and in full compliance with IRS regulations.

All full-time employees of a CIC-TEP participating institution are eligible for the benefit, along with their spouses and dependents. (Graduate study is limited to employees and spouses and partners.) 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. Students must maintain good overall academic and social standing and satisfactory academic progress.

Students are responsible for all non-tuition charges—including room, board, and fees—at the host/importing institution.

Institutions that participate in CIC-TEP must be members of the Council of Independent Colleges and in good standing.

Detailed guidelines, application procedures, and responses to frequently asked questions are available on CIC’s website, www.cic.edu/TEP.
“The CIC Tuition Exchange Program is clearly one of the best benefits we offer current faculty and staff members at Carson-Newman University. In addition, it is a key factor in attracting and hiring high-quality faculty members.”

—Paul Percy, Provost, Carson-Newman University (TN)

Features of CIC-TEP

CIC’s Tuition Exchange Program provides significant advantages for participating institutions and students:

• **Full Tuition Benefit.** All participating students receive a full tuition remission benefit.

• **No Hidden Fees.** CIC-TEP does not charge a placement fee for each student exported. To join CIC-TEP, an institution pays only a modest annual registration fee of $350. Because CIC-TEP is an exclusive benefit for CIC members, the institution’s annual CIC dues must be current.

• **True Access Program.** There are no limitations on the number of exports nor are there any credit-debit limitations.

• **Broad Eligibility for Employees.** CIC-TEP does not limit exchange benefits to certain groups of employees. All employees designated as full-time by a participating institution are eligible to receive exchange benefits.

• **Broad Eligibility for Spouses and Dependents.** CIC-TEP does not limit exchange benefits to employees. Spouses and dependents are all eligible for full tuition benefits. (Eligibility for graduate program benefits is limited to employees and spouses.)

• **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.

• **Modest Student Import Requirement.** Institutions are only required to import a minimum of three new students each year. Institutions are not required to consider applications received after April 1.

• **Not Restricted to Full-Time Undergraduates.** Host/importing institutions may permit students to enroll in part-time, graduate, online, and/or study-abroad programs.
National and International Exchange Opportunities. Benefits are not limited to national exchanges. CIC-TEP provides for international exchanges when the host/importing institution includes them.

Financial Aid Award Options. The host/importing institution may use the student’s Pell and state scholarships to offset expenses.

Option of Dual Memberships. CIC-TEP participating institutions often participate in multiple tuition exchange programs.

List of Participating Institutions. CIC maintains a list of participating institutions on its website, www.cic.edu/TEPinstitutions. This list is updated regularly and reflects the latest institutional participation status, along with the contact information for program liaisons.

How to Join CIC-TEP

CIC-TEP is a benefit open exclusively to members of the Council of Independent Colleges.

Institutions must be registered for CIC-TEP by August 15, 2017, to be listed as a participating institution during the 2017–2018 year and to be eligible to import or export students during the 2018–2019 year. Early registration provides maximum opportunity for student choice.

As part of the registration process, each participating institution appoints a campus liaison. The liaison is responsible for authorizing the institution’s export applicants as eligible for CIC-TEP benefits and managing the approval process for import applications.
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For further information about CIC’s Tuition
Exchange Program, contact:

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