



Part I - To be completed by employee/student:

Exporting institution:

State:

Importing institution:

State:

Exporting liaison's contact information:

Name: _____

Title: _____

Address: _____

Tel: _____

Email: _____

Student information:

Student Name: _____

S.S.N.: _____

Address: _____

Signature of employee/student:

Date:

Part II - To be completed by exporting liaison:

This applicant is (check one):

- ☐ New at importing institution
- ☐ Presently a student at importing institution, but is not a CIC-TEP participant
- ☐ Presently in CIC-TEP program at importing institution (renewal applicant)

☐ The student named above is eligible for CIC Tuition Exchange Program benefits. Please notify my office as soon as possible whether this applicant can be included in your CIC-TEP.

Signature of exporting CIC-TEP liaison officer:

Date:

**Questions concerning the CIC
Tuition Exchange Program should be directed to:**

Ed Clark
Director, Tuition Exchange Program
Council of Independent Colleges
Tel: (202) 466-7230
Email: eclark@cic.nche.edu

Application Procedures

1. The desired student will complete the CIC-TEP Application and forward to HR (exporting liaison).
2. The exporting liaison determines if the employee meets the eligibility requirements to use the CIC-TEP benefit.
3. Once the student has been determined eligible, the exporting liaison submits information in the CIC-TEP Online Portal.
4. The CIC-TEP application should be submitted simultaneously with the student's application for admission.
5. The importing liaison determines if the application is approved or rejected and notifies the student. The importing liaison also must notify the exporting liaison of the status of the application as soon as possible through the CIC-TEP Online Portal.
6. The importing liaison also notifies the exporting liaison of the student's decision to accept or reject the award.
7. Do not send a copy of this form to the Council of Independent Colleges.

*Detailed guidelines, requirements, and responses to frequently asked questions are available on CIC's website, www.cic.edu/TEP.