

## **CIC-Tuition Exchange Program Guidelines and Procedures**

### **Responsibilities of the home (exporting) institution:**

- The home institution must authorize student applicants as **full-time employees of the institution, or dependents (equivalent to the IRS definition of dependent) or spouses of full-time employees. CIC-TEP benefits are automatically terminated at the end of the current term if the qualifying employee drops below full-time employment at the exporting institution.** No limit is placed on the total number of students that each institution may export.
- The Liaison Officer at the host institution is responsible for informing the student of his/her acceptance to the CIC-TEP.

### **Responsibilities of student applicants:**

- Each student must apply directly for normal admission to the institution(s) of his/her choice in accordance with the institution's procedures, submitting all required financial aid information.
- Student applicants are also required to submit all financial aid awards to the host/importing institution. (Host institutions should establish policies dealing with specific financial aid awards.)
- In addition, student applicants must request that the TEP Liaison Officer at the home/exporting institution complete the Tuition Exchange Program Student Application Form (provided by CIC) and direct it to the Liaison Officer at the host/importing institution for determination of acceptance to the CIC-TEP.

### **Responsibilities of host (importing) institution:**

- The host institution determines whether student applicants are admissible, in accordance with regular institutional admission standards and in compliance with all host institution financial aid policies and procedures.
- The host institution is required to "import" up to three new admissible CIC-TEP students each year, for a maximum of 12 students over a four-year period (assuming no attrition). Institutions are required to reserve these three slots until April 1. Host institutions may choose to admit more than three new students per year.
- The host institution's commitment to each student is limited to full tuition remission. (Institutions may not grant a partial tuition write-off.) Host institutions may use other tuition-specific student financial aid to offset some of this remission. Students are responsible for all other expenses such as room and board.
- Students are eligible for TEP benefits (interrupted and/or uninterrupted attendance) for a total of eight semesters (or the equivalent). Host institutions are under no obligation to extend the benefit beyond these eight semesters or an equivalent (i.e. part-time study).
- Host institutions must determine whether part-time, graduate, and study-abroad students are eligible for the CIC-TEP.
- The admissions office of the host institution is responsible for informing the student of her/his acceptance to attend the institution.
- The Liaison Officer of the host institution is responsible for informing the student of her/his acceptance to attend the institution.
- The host institution determines whether enrolled students are maintaining good academic standing and satisfactory academic progress.

### **Student Continuation:**

- Continued participation by a student in the CIC-TEP is determined by the host institution on the basis of policies that apply to all its students.
- Continued eligibility for participation is determined by the annual filing of the CIC-TEP Student Application Form by the home institution's Liaison Officer. Students in good standing are automatically eligible for up to three years of annual renewal of tuition remission for undergraduate study (for a total benefit of four years).