



Part I: To be completed by the exporting institution

Part II: To be completed by the importing institution

Exporting institution: _____ State: _____

Importing institution: _____ State: _____

Exporting liaison's contact information:

Name: _____
Title: _____
Address: _____
Tel: _____
Email: _____

Importing liaison's contact information:

Name: _____
Title: _____
Address: _____
Tel: _____
Email: _____

Student information:

Student Name: _____
S.S.N.: _____
Address: _____

Check one box:

- I am pleased to report that the above-named student can be included in our CIC-TEP.
I regret that we will be unable to include this student in our CIC-TEP.

Signature of importing CIC-TEP liaison officer: _____

Date: _____

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 exporting liaison determines if the employee meets the eligibility requirements to use the CIC-TEP benefit.
2. Once the student has been determined eligible, the exporting liaison sends a completed copy of this form to the liaison of the importing institution.
3. The CIC-TEP application should be submitted simultaneously with the student's application for admission.
4. 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 by returning one copy of this form to the exporting institution.
5. The importing liaison also notifies the exporting liaison of the student's decision to accept or reject the award.
6. A completed copy of this form should be retained by both importing and exporting liaisons. (These copies will be necessary for each liaison to complete the annual report.)
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.