



Part I: To be completed by the exporting institution

Exporting Institution:

Exporting Liaison Officer's Name:

Title: " " "

Address: _____

Tel: _____

Email: _____

Importing Institution:

Student Name: _____

S.S.N.: _____

Student Address: _____

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: _____

Part II: To be completed by the importing institution

Importing Institution:

Importing Liaison Officer's Name:

Title: _____

Address: _____

Tel: _____

Email: _____

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: _____

Questions concerning the CIC Tuition Exchange Program should be directed to:
 Council of Independent Colleges
 One Dupont Circle, NW, Suite 320
 Washington, DC 20036-1142
 Tel: (202) 466-7230 • Fax: (202) 466-7238
 Email: eclark@cic.nche.edu • www.cic.edu

Application Procedures:

1. Once the student has been determined eligible for the CIC-TEP benefit, the Liaison Officer of the exporting institution should send a copy of this form to the Liaison Officer of the importing institution.
2. The importing institution should notify the exporting institution of its acceptance or rejection of the applicant as soon as possible by returning one copy of this form to the exporting institution.
3. A copy of this form should be retained by the importing institution.
4. Do not send a copy of this form to the Council of Independent Colleges.