



Tuition Exchange Program—Participation Form

For enrollment during the 20____-20____ academic year

Part I: To be completed by the exporting institution

Exporting Institution: _____

Exporting Liaison Officer's Name: _____

Title: _____

Tel: _____ Email: _____

Importing Institution: _____

Importing Liaison Officer's Name: _____

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

- 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.

Importing Liaison Officer's Name: _____

Title: _____

Tel: _____ Email: _____

Signature of Importing CIC-TEP Liaison Officer: _____ Date: _____

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.

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