

# CIC-TEP

## Council of Independent Colleges- Tuition Exchange Program

✔ **Who's eligible:** Full-time benefits eligible employees, their dependents and spouse/domestic partner are eligible to participate after an employee has completed **one year** of uninterrupted **full-time** service. This benefit is not available to half-time employees.

✔ **The Benefit:** The employee, their spouse/domestic partner and dependents are eligible to apply for tuition-free acceptance to graduate (not available to dependents) and undergraduate programs of any participating members of the Council of Independent Colleges. While there is no cap on the number of CIC participants an institution can accept on an annual basis, they are required to accept at least 3 to participate in the tuition exchange program.

✔ **To apply:** Simply visit the CIC site to complete the application for the appropriate academic year. Applications should be submitted via the CIC site as early as possible for the following academic year – for example: apply fall 2024 for the AY2025-26. The application can be found at [Student Application \(cic.edu\)](https://www.cic.edu/member-services/tuition-exchange-program/participating-institutions). An application must be submitted each year for renewal of the benefit. Once the information is submitted into the CIC system, the CIC liaison for UNE will go in and confirm eligibility for the benefit.

✔ **Benefit for dependents:** Dependents may participate in undergraduate programs only and can receive free tuition for up to 8 semesters. Some host institutions may permit students to enroll in study abroad programs. The program provides for international exchanges when the exporting and host institutions allow it.

✔ **Benefit for Employee, Spouse or Partner:** Same as the benefits outlined for the dependents. In addition some host institutions may permit students to enroll in part-time and graduate programs.

✔ **Finding a participating institution:** Can be found at <https://www.cic.edu/member-services/tuition-exchange-program/participating-institutions>. It is important to note that not all members of the CIC participate in the tuition exchange program.

### ✔ **Important to know:**

- Discounts are for tuition/coursework only and other fees may apply. Institutions may not grant a partial tuition write-off. All participants receive a full tuition remission benefit for each eligible student.
- While the benefit is available to all qualified employees as outlined above, this benefit is not guaranteed. It is up to the host institutions to make their final determinations based on criteria that they establish. The criteria can vary from institution to institution. Host institutions may keep the student's Pell and state scholarships.
- After acceptance the first year, no further applications are needed, UNE will confirm continued eligibility each year on the employee's behalf.

Send questions to [educationalbenefits@une.edu](mailto:educationalbenefits@une.edu)