



# Catholic Cooperative Colleges Tuition Exchange Program

## CCCTEP

### What is CCTEP?

Established in 1981, CCCTE, is a program of cooperative tuition exchange among over 50 Catholic colleges, that permits eligible, dependent children of full-time faculty and staff employed at participating Catholic colleges, to receive tuition remission benefits at member institutions.

### How Many Students Are Accepted?

Member institutions may accept a **maximum of five (5) incoming students** each academic year from all other participating CCCTEP member institutions.

### Who Is Eligible to Participate in the Program?

- Qualified dependent children of eligible, full-time faculty and staff. An eligible employee of Elms College is defined as a faculty or staff member who is in a regular (non-temporary), full-time position and who has a minimum of one (1) year of continuous, full-time service at Elms College.

### Participating Institutions

There are over 60 participating CCCTE schools. See the complete list on the CCCTE website: <http://www.cccte.org>

### Requirements

- The CCCTE tuition benefit is available only to the dependent children of full-time Elms College faculty & staff.
- CCCTE tuition remission opportunity is for qualified dependent children of full-time faculty and staff.
- Qualified, dependent children must fulfill all criteria for admission and meet deadlines as established by the school they wish to attend.
- Free tuition, when granted, will continue only during the parent's full-time employment at the member institution. If a parent's full-time employment terminates during a semester for which the student is receiving tuition remission, the tuition remission continues for the balance of the semester.
- The student is responsible for all non-tuition expenses: room, board, fees, books, etc.
- The student must be accepted into the CCCTE college or university BEFORE applying for the tuition benefit.
- Acceptance doesn't guarantee the CCCTE tuition benefit will be granted.

### Application Process

- Student fills out a Certification Agreement form and \$25 fee to his/her home campus liaison officer (Elms College Registrar).
- The Liaison Officer forwards the agreement form to the Liaison Officer at the host institution.
- Host institution notifies Elms' Liaison Officer and the student of their college's decision to accept or reject the CCCTE application.
- Elms College's Liaison Officer forwards the fee to the CCCTE Treasurer.

### Annual Recertification

Students who receive a CCCTE scholarship, **must have their eligibility** for the CCCTE Program **recertified each year PRIOR to March 1<sup>st</sup>**.

### Qualifying Dependent Child

There are five (5) tests, as defined by the IRS, that must be met for a child to be your qualifying child:

- Age under age 19 or a full-time student 24 under the end of the year or any totally disabled
- Relationship your son, daughter, stepchild, eligible foster child
- Residency must have lived with you for more than half the year.
- Support child cannot have provided more of his/her own support for the year. Scholarships received who is a full-time student are not taken into account in determining the support.
- Special Test Qualified child of more than 1 person. If your child is not a qualifying child except your spouse with whom you file a joint return, **this test does not apply** most cases, a child of divorced/separated parents is the qualifying child of the custodial parent. For more information about the IRS definition of 'Qualifying Child' refer to IRS Publication 501: <http://www.irs.gov/publications/p501/>