



## Cooperative Tuition Exchange Program

CIC – TEP

Local Colleges

### What is the Cooperative Tuition Exchange Program?

Administered through the Council of Independent Colleges' Tuition Exchange Program (**CIC-TEP**), the Cooperative Tuition Exchange Program provides an opportunity for the children of eligible, full-time Elms College faculty and staff to attend one of the following participating local schools, tuition-free, for full-time undergraduate study. The current Cooperative Tuition Exchange Program Agreement, made by the Presidents of each of the above schools, is effective 7/2/06 - 6/30/07.

- American International College (AIC)
- Bay Path College
- Elms College
- Springfield College
- Western New England College (WNEC)

Acceptance for admission **does not guarantee** that you will be awarded a CIC-TEP scholarship by the importing school.

### How Many Students Are Accepted?

Member institutions agree to accept a **maximum of three (3) incoming students** each academic year from all other participating member institutions under the CIC- TEP Cooperative Tuition Exchange Agreement.

### 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.
- Dependents must meet the IRS definition of a qualifying child. (see next page)

### Requirements

- 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 Elms College.
- Student must be accepted into and enrolled full-time in an undergraduate program.

### Provisions

- Cooperative CIC-TEP tuition waiver recipients must remain in good academic standing and maintain exemplary student conduct.
- The tuition waiver covers tuition only. Students are responsible for all non-tuition related expenses such as books, fees, room, board, etc.
- Free tuition, when granted, will continue only during the parent's full time employment at Elms College.

## What is the Application Process?

1. Apply to the CIC-TEP Cooperative Tuition Exchange school (AIC, Bay Path, Springfield College, WNEC) for admission and financial aid by the deadline established by that school.
2. Fill out an Employee Application for Tuition Exchange Scholarship (available from Elms College's Registrar). Make a copy for your records.
3. Submit the Application to Elms' CIC-TEP Liaison Officer (Registrar) between October 1 and February 1.
4. Follow steps 3-5 prior to the academic year of the planned enrollment. DO NOT WAIT until the February 1<sup>st</sup> deadline.
5. Elms' CIC-TEP Liaison Officer forwards your application to the importing school(s).
6. The importing school(s) decide(s) whether to accept, reject, or wait list you. The decision is marked on the Application. One copy of the Application is returned to Elms' Liaison Officer, who in turn, notifies the employee of the decision to accept, reject, or wait list the applicant for a CIC-TEP tuition benefit.
7. The student must notify the host (Elms College) Liaison Officer and the importing school's CIC-TEP Liaison Officer of his/her decision to accept or reject the tuition benefit if it's offered.

## Do I Need to Reapply for the CIC-TEP Benefit Each Year?

- The CIC-TEP tuition remission is for one (1) year.
- Students need to reapply for the CIC-TEP Cooperative Tuition Exchange Program each year by February 1<sup>st</sup>.
- Generally, when a student is accepted for CIC-TEP tuition remission, he/she receives it for each subsequent year (sophomore, junior, senior years) contingent on good academic standing and student conduct, and continued eligibility of parent, but the student needs to reapply each year.
- To reapply, you must fill out a CIC-TEP application form and submit it to Elms' CIC-TEP Liaison Office (College Registrar) each year between October 1<sup>st</sup> and February 1<sup>st</sup>.

## Liaison Officer

The Cooperative Tuition Exchange CIC-TEP Liaison Officer at Elms College is:

Laura Lander, Registrar  
413-265-2230  
[landerl@elms.edu](mailto:landerl@elms.edu)

## Competition for Tuition Exchange Scholarships

The admission process for many schools can be quite competitive. Some schools have "rolling admissions" and slots fill up quickly. Some schools are particularly popular and draw thousands of applicants. In these instances, your son/daughter might think about applying early for admission.

To increase your chances of being able to use this tuition remission benefit, you might consider selecting a couple of "safe" CIC-TEP schools to apply to, where you are more confident about acceptance for admission.

## 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 under the age of 24 at the end of the year and or any age 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 than half of his/her own support for the year. ~~Scholarships~~ a child 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 ~~except spouse~~ a qualifying child whom you file a joint return ~~this test does not apply~~ in most cases, a child of divorced or separated parents is the qualifying child of the custodial parent. For more information about the definition of 'Qualifying Child' refer to IRS Publication 501: <http://www.irs.gov/publications/p501/>