

COUNCIL OF INDEPENDENT COLLEGES  
TUITION EXCHANGE PROGRAM (CIC-TEP)

WHEELOCK COLLEGE GUIDELINES

Effective for September, 2006

Wheelock College is a member of the Council of Independent Colleges (CIC) and participates in CIC Tuition Exchange Program—CIC-TEP. CIC-TEP is a network of colleges and universities willing to accept, tuition-free, student from families of full-time employees of other CIC-TEP institutions. This exchange program allows Wheelock to offer undergraduate tuition scholarships at all of the CIC-TEP participating colleges and universities, without limits by Wheelock on the number of exports. For a list of participating institutions, see the CIC website, [www.cic.edu](http://www.cic.edu)

The CIC-TEP scholarships are for full tuition for up to 8 semesters of full-time, undergraduate programs of study. Full-time, regular status employees are eligible to apply for this benefit for themselves (where possible), their spouses, and their dependents. There is no employment waiting period.

Each participating institution must agree to accept a minimum of three qualified student imports; however, there is no limit on the number of students a college or university can export to CIC member institutions.

Students must be admitted through each host institution's regular admissions process. Students must submit all application materials, in accordance with the potential host institution's procedures, including all required financial aid information. Host institutions may limit the number of students accepted.

**The Wheelock Certification Process.**

1. Student applicants must be formally certified as eligible under CIC-TEP and Wheelock guidelines by the Wheelock Director of Human Resources, Susan R Fedo. Ms. Fedo will notify the potential host institutions (up to 6) of a student's eligibility.
2. Applicants are encouraged to contact HR as early October 1, but may request certification at the same time they are submitting applications to the Colleges of their choice, generally through February 15. Some institutions limit the number of new imports in each class so the earlier the certification is sent by Wheelock, the better.
3. Students on CIC-TEP are responsible for all non-tuition charges—room, board, and fees—at the institution in which they enroll.

CIC-TEP continued

**Other CIC-TEP Guidelines.**

Student applicants must comply with all of the host institution's financial aid policies and procedures.

Students learn of their acceptance to CIC-TEP from the Liaison Officer of the host institution.

Continued eligibility for up to 3 years of annual renewal is determined by an annual re-filing for certification with the employee's HR Director/Liaison Officer.

Host institutions may keep the student's Pell and State scholarships.

Once accepted, students must gain good academic standing and maintain satisfactory academic progress as determined by the host institution.

CIC-TEP benefits are automatically terminated at the end of the current term if the qualifying employee drops below full-time employment at the exporting institution.

Answers to any questions that arise in the course of participation in CIC-TEP by Wheelock College will be determined by the CIC-TEP Liaison Officer (Director of Human Resources) in consultation with a designated member of the Wheelock Institutional Leadership Team and with CIC-TEP on policy and practice.

These Wheelock TE Guidelines will be reviewed annually and updated by Human Resources for distribution to the Wheelock community.

January 2006