

Council of Independent College's (C.I.C.) Tuition Exchange Program Guidelines

Updated February 25, 2020

Administration:

The Office of Financial Aid will be responsible for the day-to-day administration of the C.I.C. Tuition Exchange Program in accordance with BW's tuition benefits policy.

Eligibility:

All full-time faculty, full-time administrative staff, and full-time support staff who have completed any applicable probationary period are eligible to apply.

Faculty and administrative staff who are eligible for the Tuition Exchange Program (T.E) are also eligible to participate in the C.I.C. Tuition Exchange Program. However, because T.E. operates on maintaining a satisfactory import/export balance, unless a T.E. eligible is applying for a school in the C.I.C. consortium that is not listed in the T.E. consortium, s/he must first apply through T.E.

Benefit:

Dependent children of eligible employees are eligible to apply to attend a college or university on the C.I.C. list of approved schools. An eligible participant may receive a tuition-only waiver for up to four (4) years of full-time undergraduate study (8 semesters/12 quarters) at the gaining institution. Recertification for participation beyond the freshman year assumes the student continues to meet the academic and student conduct requirements of the gaining institution and that his/her parent(s) are still eligible for the benefit.*

There is no guarantee that applying for C.I.C. even if the student is admitted by the gaining institution, will result in the tuition exchange benefit being awarded by the gaining school. The decision to admit students and to accept students into a school's C.I.C. tuition exchange program, rests solely with the gaining institution according to their criteria, which varies from school to school.

Participating Schools:

The list of schools participating in the C.I.C. Tuition Exchange Program can be found at <https://www.cic.edu>

Costs:

Faculty and staff who participate in either tuition exchange program will pay a \$200 per year non-refundable fee. The fee is due only after the child has been admitted into either tuition exchange program and begins attending classes.

BW will pay the annual dues and per capita fees to the two exchange programs to provide these benefits for BW's employees and their dependent children.

Application Procedures:

Eligible employees should contact the Financial Aid Office approximately 15 months before the benefit, if awarded, is intended to be used in order to learn how the T.E. and C.I.C. tuition exchange programs work. The Financial Aid Office will oversee the T.E. and C.I.C. initial application process, as well as the recertification process of the employee's child's remaining years of eligibility. The Financial Aid Office will also make the final determination of which tuition exchange program to use for dual eligible T.E. and C.I.C. employees.

***Termination of Benefits:**

If an employee separates employment for reasons other than retirement or death, the T.E. and C.I.C. benefit will cease at the end of the academic semester/quarter during which the separation occurred. The separation must occur after the beginning of the quarter/semester to qualify for benefits ceasing through the end of the applicable term.