

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

Administration:

Financial Aid will be responsible for the day-to-day administration of the C.I.C. Tuition Exchange Program.

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 for the benefit.

Faculty and staff who are eligible for the current 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 employee is applying for a school in the C.I.C. consortium that is not listed in T.E. consortium, s/he must first apply through T.E.

Benefit:

Dependent children and spouses/domestic partners of eligible employees may apply to attend a college or university on the C.I.C. list of approved schools. An eligible participant may receive a tuition 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 school 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 school, will result in the benefit being awarded by the gaining school. The decision to admit students and to accept students into C.I.C. rests solely with the gaining institution according to their criteria, which varies from school to school.

Participating Schools:

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

Costs:

Faculty and staff who participate in T.E. whose child that will be a freshman in the T.E. program beginning 2009-10 will pay a \$200 per year non-refundable fee for participation. Faculty and staff who participate in C.I.C. who have a child accepted as a C.I.C. student beginning 2009-10 will also pay a \$200 per year non-refundable fee for participation. T.E. students who were admitted to a T.E. school before 2009-10 will not be required to pay the \$200 fee. The fee is due only after a child has been admitted into either exchange program and begins attending classes.

B-W will pay the annual dues and per capita fees to T.E. and C.I.C. to provide these benefits for employees.

Application Procedures:

Eligible employees should contact the Financial Aid Office 15 months before the benefit is intended to be used in order to learn how the T.E. and C.I.C. programs work and how as a parent, they can make best use of this benefit for their child. The Financial Aid Office will oversee the T.E and C.I.C. application process and the recertification process of the employee's child remaining years of eligibility. The Financial Aid Office will also make the final determination of which formal exchange program to use for dual eligible T.E. and C.I.C. employees. The first year of B-W employee participation in the C.I.C. program will be for student acceptance and enrollment beginning in the fall of 2009.

B-W employees who currently have a child attending a participating C.I.C. school will be able to apply for C.I.C. in the fall of 2008 to be considered for eligibility for the 2009-10 academic year. Current B-W students who originate from a C.I.C. school will be considered for C.I.C. beginning the fall of 2008 and if accepted, can begin using the benefit beginning with the 2009-10 academic year, assuming they are approved as a C.I.C. import.

***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. Retiree and posthumous benefits will be continued in accordance with those provisions of the College's tuition policies. T.E. and C.I.C. does not apply to the 20 years of service at under 55 years of age benefit.