



# THE COUNCIL OF INDEPENDENT COLLEGES

To \_\_\_\_\_  
(Host/Importing) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_  
(Home/Exporting)

Amy Lanoie  
Roger Williams University  
One Old Ferry Road  
Bristol, RI 02809  
Phone: 401-254-3131  
Fax: 401-254-3370

## 1. APPLICATION

The student named below is eligible for CIC Tuition Exchange Program benefits. Please notify my office as soon as possible whether this applicant can be included in your CIC-TEP.

Academic Year 20\_\_\_\_ - 20\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Social Security No. \_\_\_\_\_

This applicant is (check one)

\_\_\_\_ New at your institution

\_\_\_\_ Presently in your CIC-TEP

\_\_\_\_ Presently a student at your institution, but does not hold a CIC-TEP Scholarship

Signature of Home/Exporting CIC-TEP Liaison Officer: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Date: \_\_\_\_\_

## 2. NOTIFICATION OF ACCEPTANCE OR REJECTION

Check one box: \_\_\_\_\_ I am pleased to report that the above-named student can be included in our CIC-TEP.

\_\_\_\_\_ I regret that we will be unable to include this student in our CIC-TEP.

Signature of Host/Importing CIC-TEP Liaison Officer: \_\_\_\_\_

Tel: \_\_\_\_\_ Date: \_\_\_\_\_

## PROCEDURES:

**Two** copies of this form should be sent by the Liaison Officer of the home/exporting institution to the Liaison Officer of the host/importing institution. The host institution should notify the home institution of its acceptance or rejection of the applicant as soon as possible by returning one copy of this form to the home institution. The other copy should be retained for the host's records. **Do not send a copy of this form to the Council of Independent Colleges.** New and renewal awards will be reported annually to CIC by both the home and host institutions' Liaison Officers. Special forms will be provided for that purpose.

**Questions concerning the CIC Tuition Exchange Program should be directed to:**  
Council of Independent Colleges • One Dupont Circle, Suite 320 • Washington, DC 20036-1142  
Tel.: (202) 466-7230 • Fax: (202) 466-7238 • e-mail: [eclark@cic.nche.edu](mailto:eclark@cic.nche.edu) • [www.cic.edu](http://www.cic.edu)