



Office of Human Resources

Tuition Exchange/CIC/CICU Procedure - Dependents

What is the tuition exchange benefit?

This benefit allows, after three (3) years of consecutive full-time service (or equivalent); IRS dependent children may apply for full-time undergraduate study at another member institution of Tuition Exchange, Inc. The amount of the scholarship is up to the maximum allowed amount set by Tuition Exchange or the allowed amount of the accepting school. CIC-TEP is the tuition exchange program through the Council of Independent Colleges. CICU is the tuition exchange program through the Council of Independent Colleges and Universities. **These are competitive scholarships. Academic acceptance into the school does not guarantee tuition exchange benefits.**

For additional tuition benefit allowances please see tuition benefit matrix:

<https://www.utica.edu/hr/media/Tuition%20Benefits%20Matrix%202015.pdf>

For a list of exchange schools please visit:

www.tuitionexchange.org

<https://wp.cic.edu/Chapter/CICChapterMembers.aspx?CID=4776a598-90cd-db11-a182-005056873acc>

Who is eligible?

IRS dependent children of full-time and part-time benefit eligible employees who have completed three (3) years of continuous service (or equivalent) are eligible.

How to apply:

Employees must complete an application form online prior to the start of the academic year. Student should apply through the member school for admissions prior to submitting the online tuition exchange benefit application form.

1. Complete online tuition exchange request form at the following link:
<https://www.utica.edu/hr/tuitionbenefitsapp.cfm>. Please complete one form that includes all of the schools to which your dependent has applied and requests tuition exchange consideration.
2. Request will be sent electronically to the Office of Human Resources verification of eligibility, upon approval, request will be routed to the member institution.
3. If the member institution awards tuition exchange the employee will be notified immediately by the Office of Human Resources.
4. For tuition exchange returning students, the Office of Human Resources will contact all employees to be sure their dependent is returning the following academic year for processing.
5. Under circumstances where an online form is not able to be submitted, please contact the Office of Human Resources.

Tuition Exchange (Rules and Restrictions):

1. Room, board, fees, etc., are not covered under this benefit, unless specified by a particular school.
2. Applicant must be admitted by the importing institution and limitations and restrictions apply. If a student is accepted through admissions, that does not mean that they were awarded tuition exchange. It is a competitive award.
3. IRS dependent children the benefit covers a total of eight (8) semesters. If your IRS dependent leaves the member institution, please notify your tuition liaison immediately. This benefit covers first bachelor's degree only.
4. This benefit is not available to spouses or domestic partners.
5. One tuition benefit allowed per dependent per semester (ie: cannot combine with cash grant)
6. If the employee terminates employment such that the continuous accumulation of service credits is interrupted or changes the employment status to an ineligible status, the benefit will terminate immediately. Any student continuing after a termination that occurs during the semester will require payment of the prorated tuition balance.
7. An employee on leave is not eligible for tuition benefits during the absence period and is responsible for the tuition balance prorated from the date the leave began to the end of the semester.
8. Upon retirement or death of an employee whose dependent child is currently participating in the tuition program, the tuition benefit will continue under the original terms of the individual program. Upon retirement or death of an employee who has completed three (3) years full time continuous employment (or equivalent), other dependent children will become eligible for tuition benefits after the employee's retirement or death.

Questions/Resources:

Additional resources are available online at <https://www.utica.edu/hr/tuitionbenefits.cfm>.

All questions related to tuition benefits should be directed to the Office of Human Resources at (315) 792-3276 or hr@utica.edu