



**Tuition Exchange Program &  
Council of Independent Colleges Tuition Exchange Program Guide  
2025-2026**

**Elizabethtown College participates in two tuition exchange programs through Tuition Exchange, Inc. (TE) and the Council of Independent Colleges (CIC). Please see below for suggestions on how to maximize your chances of receiving TE and/or CIC.**

- 1) Investigate possible college choices ("long list") during the spring of the junior year and summer prior to the senior year. The majority of seniors use online searches to help them with this process. Visit colleges and have a personal interview (where encouraged) and a tour.
- 2) Arrive at your "short list" of colleges and submit admissions applications to these selected colleges between September and December of the senior year. Tuition Exchange, Inc. allows students to apply to up to 20 colleges. CIC allows a max of 8. On average, students apply to 4 or 5 colleges.
- 3) Submit the [Tuition Remissions/Exchange Form for Dependents](#) to the Human Resources Office between September and December of your student's senior year, after your dependent has already submitted admission applications to their selected colleges. Each college or university sets their own tuition exchange deadline, so pay close attention to deadlines as you navigate this process. If your student plans to also apply for admission to Elizabethtown College, you should also complete the Tuition Remission section of this form.

**Please note – the TE and CIC Programs are an employee benefit and not an entitlement. TE and CIC Awards are scholarships and the decision rests with the import school.** These awards are very competitive with the reality that colleges generally receive far more applications than scholarships available. Each import institution's awards will vary based upon their export and import balance. Therefore, our recommendation is to apply to a variety of colleges.

- 4) Employees are encouraged to visit the TE website at [www.tuitionexchange.org](http://www.tuitionexchange.org) or the CIC website at [www.cic.edu/TEP](http://www.cic.edu/TEP) to learn more about aspects of each program.
  - a. **Important Update:** As of July 2024, employees and their dependents are now required to independently apply for Tuition Exchange (TE) via the TE EZ-App found at [www.tuitionexchange.org](http://www.tuitionexchange.org). The EZ-App is for new applicants only, not renewals. There are no changes with CIC and the Elizabethtown College TELO will apply for CIC on behalf of dependents.
- 5) Our Human Resources Office will determine your eligibility for the TE and CIC benefit by virtue of your meeting all eligibility requirements as determined by Elizabethtown College. HR will notify the Etown Tuition Exchange Officer (TELO) of your eligibility to receive the benefit.

- 6) The TELO will then “approve” any pending Tuition Exchange applications\* (TE EZ-App) for your dependent and will submit a CIC application to each of the colleges you have indicated no earlier than August 1.  
\*Remember that employees and their dependents are now required to independently apply for Tuition Exchange (TE) via the TE EZ-App found at [www.tuitionexchange.org](http://www.tuitionexchange.org). Your student should apply using the TE-EZ Application for the year in which they plan to attend college.
- 7) Most schools’ Tuition Exchange Committees meet to make their decisions during the periods of January through March. The decisions that are made usually fall into three categories – accept, wait list, or deny. Generally, the student and Elizabethtown College are notified immediately of the decisions. Award amounts may vary depending upon the health of the institutional import/export balance. Some colleges offer full tuition, some offer less than full tuition and others offer tuition plus room. You may find out this information by contacting the TE Officer at the colleges in which you have an interest.
- 8) Please note that CIC Scholarships are always valued at full-tuition, whereas TE, Inc. sets a minimum rate for each academic year. For new students enrolling in the 2026-27 academic year, the set rate is \$44,000.

Questions about the tuition exchange process generally fall into two distinct areas:

1. For questions related to your eligibility and the general tuition exchange application process, please contact Human Resources and the TELO at Elizabethtown College.
2. For questions related to how other colleges and universities do their business regarding tuition exchange, please contact the TELO at the college in which you have an interest.

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