

## Council of Independent Colleges (CIC) Request

*As required by the Council of Independent Colleges guidelines, UNE employees must be employed full time for one year of uninterrupted full-time service and their dependents must be the equivalent to the IRS definition of dependent. You must remain as a full-time employee at UNE to retain this benefit.*

Employee's Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Employee's Home Address: \_\_\_\_\_  
Street City State ZIP

Employee's Department Name: \_\_\_\_\_ Phone Ext: \_\_\_\_\_

Employee's Campus: \_\_\_\_\_ Biddeford Campus \_\_\_\_\_ Portland Campus

**(Check One):** Application is: New \_\_\_\_\_ \*Renewal \_\_\_\_\_ Presently Attending, NO CIC \_\_\_\_\_ Academic Year 201\_\_\_\_201\_\_\_\_

Son/Daughter's Name: \_\_\_\_\_

Son/Daughter's SS#: \_\_\_\_\_

List College Interested In: \_\_\_\_\_  
(CIC college name and state)

Employee's Signature: \_\_\_\_\_

Son/Daughter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** The above does not constitute either an approval or denial of a tuition exchange request; it is a method of advising the Student Financial Services Office of your interest in that particular college. Please complete a request for each school you have an interest in applying to. Upon receiving the completed form(s) from you, the Student Financial Services Office will notify the college(s) of your interest. This is done on a tuition exchange form.

**NEW EXPORTING CIC APPLICANTS:** Typically, the student must be accepted in a degree program as a matriculating full-time student prior to consideration of the CIC program at the Exporting college(s). This form should be completed as early as possible, preferably before October 15th, of the year prior to first enrollment. CIC schools are only required to accept three new students yearly. Some schools will accept only one student per year from a particular exporting college, i.e., UNE. Therefore, the possibility exists of a first-come first-served in the tuition exchange acceptance. Questions concerning a particular schools CIC selection process, as well as their CIC criteria, are referred to the exporting college(s). Families should check with the particular CIC college(s) to see if they require the student to file a Free Application for Federal Student Aid (FAFSA).

**RENEWAL EXPORTING CIC APPLICANTS:** Be advised that some CIC colleges have deadlines for renewal students' paperwork. Renewal applications should be submitted to this office early in the academic year, prior to the next year's enrollment.

***RETURN THIS FORM TO HUMAN RESOURCES***

**For HR Purposes Only**

Date of Full Time Hire: \_\_\_\_\_

HR Signature Approving Eligibility: \_\_\_\_\_