

CHRISTIAN COLLEGE CONSORTIUM

DEPENDENT EXCHANGE PROGRAM APPLICATION

TO: Chief Academic Officer at receiving institution

FROM: Chief Academic Officer at sending institution

Name of receiving institution

Name of sending institution

The student listed below is the dependent of a member of the administration, staff or faculty at the CCC sending institution above, thus eligible for tuition waiver under the Consortium's Dependent Exchange Program. Please notify the Chief Academic Officer at the sending institution by February 1st whether or not this student will be granted such a waiver.

STUDENT DEPENDENT:

EMPLOYEE:

Full name

Full name

Home address

Position

City/State/Zip

Years at sending institution

Social security number

Email

Email

It is understood by all concerned that:

- The student must apply and be accepted by the receiving institution before qualifying for a tuition waiver.
Award of a tuition waiver is not guaranteed. Among other considerations, it is dependent upon the relative balance of past tuition waivers between the two institutions.
As soon as it is completed, this form will be sent by the sending institution Chief Academic Officer to the receiving institution. In the event of multiple applications for tuition waiver, the sending institution Chief Academic Officer will prioritize all applications for that year sent to the receiving institution. The receiving institution will consider the priority sequence but not be bound by it.
The receiving institution will not make decisions before February 1st, unless there is little prospect for approval.

This applicant is:

- Applying as a new student to your institution.
A current student at your institution not previously in the CCC Dependent Exchange Program.
Seeking readmission to your institution.

Signature of Chief Academic Officer at sending institution

Date

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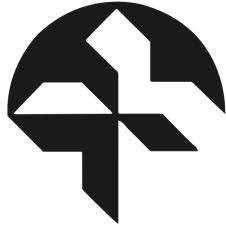
NOTIFICATION OF ACCEPTANCE OR REJECTION

This applicant:

- Has been granted a tuition waiver under the Consortium's Dependent Exchange Program beginning with the academic term.
Has not been accepted for a tuition waiver under the Consortium's Dependent Exchange Program.

Signature of Chief Academic Officer at receiving institution

Date



CHRISTIAN COLLEGE CONSORTIUM

*DEPENDENT EXCHANGE PROGRAM POLICIES*  
*for*  
*CCC Faculty-Staff Dependents Tuition Remission Exchange*

1. The purposes of the Christian College Consortium Dependent Exchange Program are:
  - a. To provide flexibility for faculty and staff dependents as they plan for college.
  - b. To broaden the tuition remission benefit typically available to faculty and staff.
  - c. To enrich the student bodies of our institutions by encouraging inter-institutional exchange of faculty and staff dependents.
2. Exchanges under this policy are not guaranteed. In every case:
  - a. ***The student must be admissible at the institution s/he wishes to attend.***

An interested student must use the receiving institution's standard application forms and follow its admissions procedures. An exchange agreement cannot be finalized until after the student has been accepted by the receiving institution.
  - b. ***There must have been a reasonable balance of exchanges between the sending and receiving institutions prior to the proposed exchange.***

Every exchange under the DEP is a bilateral agreement between the sending and receiving institutions, with the receiving institution having ultimate authority to approve or reject a proposed exchange. If there has been too great an imbalance in one direction with respect to the flow of students between the two institutions, the receiving institution may reject a proposed agreement. To initiate the screening process, the contact person at the sending institution should submit in duplicate to his/her counterpart at the receiving institution the DEP form available from the Consortium office.
3. Exchanges are negotiated between the chief academic officers of the sending and receiving institutions. They will determine conditions pertaining to a proposed exchange. See paragraphs 5, 6 and 9 below.
4. Interested prospective students should contact the office of the chief academic officer at the sending institution to determine procedures, prospects for an exchange, deadlines, etc. This should be done as early as possible; typically fall semester of one's senior year in high school would be a good time to make initial inquiry. Prospective students should not contact the chief academic officer at the receiving institution.
5. Exchange agreements almost always pertain only to tuition charges and to the semesters or quarters of the regular school year. The extent to which tuition is covered is determined by comparison of tuition remission rules in place at both the sending and the receiving institutions. The most restrictive rules will be applied.

*THIS REVISED POLICY STATEMENT WAS APPROVED BY THE CCC CHIEF ACADEMIC OFFICERS  
ON JUNE 21, 1999. IT SUPERSEDES ALL PREVIOUS ONES.*

*Asbury University ● Bethel University ● George Fox University ● Gordon College ● Greenville College ● Houghton College ● Malone University  
Messiah College ● Seattle Pacific University ● Taylor University ● Trinity International University ● Westmont College ● Wheaton College*