

Associated Colleges of the Midwest  
**ACM Tuition Remission Exchange Program (TREP)**

**APPLICANT'S GUIDELINES FOR FALL 2019 AND SUBSEQUENT YEARS**

1. To be eligible for TREP, you must be the child of a faculty or staff member or other employee eligible for this benefit at your home college. You must also intend to become a full-time degree student at the college(s) to which you apply.
2. Choose the ACM colleges to which you want to apply and obtain the application forms from the admissions offices. TREP participating colleges are: Beloit, Coe, Colorado, Cornell, Grinnell, Knox, Lake Forest, Lawrence, Luther, Macalester, Monmouth, Ripon, and St. Olaf.
3. Indicate on the "Certification of Eligibility" form the ACM colleges to which you plan to apply under TREP. This form is available from and must be returned to the TREP coordinator in the designated office at your home college.
4. Upon receipt of the "Certification of Eligibility" form and a fee of \$25 (payable to ACM), the TREP coordinator will certify your eligibility to the ACM office.
5. Tuition remission may be available under Early Decision at the discretion of the receiving college. Contact the admissions office if you are interested in this option.
6. If you change the list of ACM colleges to which you apply, you must inform your home college's TREP coordinator, who in turn will inform the ACM office of your plans.
7. You will be notified of acceptance or non-acceptance by the colleges at the usual time. At approximately the same time, the colleges also will confirm your tuition remission benefit.
8. As soon as you have made a decision to accept an offer of tuition remission or to withdraw from TREP consideration (such as to attend your home college or a non-ACM TREP college), fill out a "Confirmation of Participation" form and give it to the TREP coordinator at your home college, who will send it to the ACM office. You are also responsible for appropriately notifying the college at which you plan to enroll and any others to which you were accepted.
9. You are urged to apply for all federal and state scholarship monies for which you may be eligible. Some participating colleges may require that you do so. Please check with the colleges to which you submit applications.
10. The tuition remission benefit is generally available to eligible students for four academic years. Leaves of absence are permitted. You are encouraged to obtain signed documents from both the home and receiving colleges stating the remaining TREP benefit available on your return.
11. Tuition remission benefits will be granted to students participating in off-campus programs sponsored or operated by the receiving college. A list of these is available from your TREP Coordinator.
12. Receiving institutions may have academic or social standards for TREP students. TREP benefits may be suspended or revoked for non-compliance.