

Cancelling a student's TE Award during the academic year log into your TELO Portal at www.tuitionexchange.org

Step 1

Editing
Students
Contact Information and Password

Click on Students

Step 2

Students

Add New Student

Student Name	TE ID	Exp. Inst.	Imp. Inst.
Burkart, Joel	5083	Park University - MO	TE TEST SITE
Dodson, Muffin	1375	TE TEST SITE	HBP
Doe, John J	1111	TE TEST SITE	HBP
Flint, V	7324	St. Mary's University - TX	TE TEST SITE
Shorb, Robert	1234	TE TEST SITE	HBP

Click on the correct student

Step 3

Parent Email

Entry Class

Entry Semester

Student Expires

Program Option Traditional Double Credit Program (\$35 fee) [What is this?](#)

Importing Institution (School Student will Attend)

Select this option if leaving at the conclusion of the current semester

Select this option if you discover after the term has started that the student is no longer eligible