

TELO Website and Policy Checklist

The screenshot shows the top navigation bar of the TELO website with buttons for 'About TE', 'Families', 'Liaison Officers', 'Prospective Membership', and 'Member Resources'. Below this is a 'TELO Login' section with a breadcrumb trail: 'HOME > LIAISON OFFICERS > TELO LOGIN >'. A social media sharing bar includes icons for email, Facebook, Twitter, and a plus sign, with a notification bubble showing the number '2'. A left-hand sidebar contains links for 'TELO Login', 'TELO', 'Benefits', and 'Training Calendar'. The main content area displays the heading 'TELO Login' and a sub-link 'TELO Login'.

Review and update tuition amount

Confirm TE award amount

Review Mandatory Update information and update as necessary.

The screenshot shows a form titled 'Tuition Exchange Institutional Profile (Member Survey)'. It includes the following text: 'Information gathered here appears on the Tuition Exchange website as part of the section "School Search". Direct your questions to Janet Dodson: jdodson@tuitionexchange.org or call 402.418.1061.' Below this is a field for 'Institution Name: Tuition Exchange (The)'. A note states: 'Please update your Institutional Profile by **Thursday, October 30, 2014**. If you wish to make a change to the information that is currently listed, do so, and then Click **Update Information**. Your answers will feed to our "Conducting a School Search" webpage for parents and students. It is possible to revise your answers anytime during the year. If you want to just add or revise **OVERVIEW Information**, [click here](#).'

Review your TELO contact information ○

Do you have a back-up contact?

Review your TE Policy and Procedure Manual

- Think about updating your maximum eligibility statement
- Consider 8 semesters or graduation, whichever is first.
- Think about creating a Reduction in Force (RIF) policy.

Be sure to share information about TE eligibility at your school

Provide families with IRS Tax information

- Point families to IRS Publication 970

At the beginning of each enrollment term, confirm that your Annual Report is up-to-date and correct.

- If a student withdraws during the term or does not return for the spring term, treat this student as a Withdrawal or Dropped student.
- If a student does not enroll for any part of the academic year, treat this student as a Deleted student.

At the beginning of each enrollment term, check your online invoices to confirm that Annual Membership Dues and all Participation Fees are paid in full.

Fee Type	Amount
Institutional Membership Dues	\$500.00
Total Due PAID 07/20/2014	

Please note: This invoice reflects Institutional Membership dues ONLY.

Participation Fees	\$525.00 (15 exported students)
Double Credit Participation Fees	\$105.00 (3 double credit students)
Fees Paid	\$630.00
Balance Due	\$0.00

Make the check payable to "The Tuition Exchange, Inc." **(please note new address)** and return to:

–Logging into the TELO Only Forms Section of our website

www.tuitionexchange.org select the Member Resource tab and then select TELO Only Forms Login

Prospective Membership

- Benefits
- News

Member Resources

- Board Portal Login
- TELO Only Forms Login
- TE Central Admin Logon

Welcome New Tuition Exchange Members!

- Toccoa Falls College - Foccoa Falls, GA
- Al Akhawayn University in Ifrane - Ifrane, Morocco
- University of St. Thomas - St. Paul, MN
- Spring Hill College - Mobile, Alabama
- Avila University - Kansas City, Missouri

The screenshot shows the homepage of The Tuition Exchange. At the top left is the logo with the text "THE TUITION EXCHANGE". To the right is the tagline "Opening Doors, Creating Opportunities" and the subtitle "Enabling bright futures since 1954". Below this is a banner image of five diverse young adults smiling. Underneath the banner is a navigation menu with five items: "About TE", "Families", "Liaison Officers", "Prospective Membership", and "Member Resources". Below the menu is a "Calendar" section. The main content area features a "Sign In" heading and a message: "There are private sections on this site that require a username and password. If you do not have this information, you do not have access and do not need to complete this screen." The sign-in form includes an "Email:" field with the text "TELO@tuitionexchange.org" entered, a "Password:" field with six dots, and a "Forget Password?" link. At the bottom of the form are "Sign In" and "Cancel" buttons. Below the form is a footer area with a "Translate this Page" section set to "Spanish" and a "Go" button. The footer also contains contact information: "Tuition Exchange • 3 Bethesda Metro Center, Suite 700 • Bethesda, MD 20814", "p: 301.941.1827 • info@tuitionexchange.org", and a bottom-most line with "Sign In | © 2015 Tuition Exchange | Accessibility | Privacy Pledge | Powered by OCS | Mobile | SOCS".

The email login is GENERIC for all users and must be typed as you see it displayed below.

TELO@tuitionexchange.org The password is and must be types as you see it displayed below:

TELO14

Once logged in you are presented with 4 folder options. Most of our documents are found inside the Communications Folder.

Export/Import 3

E/I 3 allows each TE member institution, in satisfactory administrative standing, the opportunity to export three students each academic year regardless of balance and number of annual incoming imports. There is no charge to participate in this program. To sign-up, update your TE Profile question 7 to YES.

Member schools may export annually up to three students, regardless of balance. TE member schools participating in the E/I 3 program shall annually award TE scholarships to at least an equal number of admitted and awarded E/I 3 students eligible for TE import (up to three) for purposes of balance.

TELO's need to update their Annual Report for 2014-15 to reflect which students are to be considered E/I 3 students.

To do this – Open up your current Annual Report and update up to three students as E/I 3 students for 2014-2015. TE Central suggests making your E/I 3 students true freshman so that you receive a maximum credit benefit. The plan is that the current E/I 3 students will roll forward each year, provided the student maintains eligibility.

An E/I 3 students who transfers to another TE E/I 3-member school does not have to be designated at the new school as an E/I 3 students. If an E/I 3 student becomes TE ineligible – regardless of reason cannot be replaced.

Remember the maximum number of annual E/I 3 students is three. By the academic year, 2017—18 E/I 3 students may have up to 12 designated E/I 3 students total. This is provided all remain enrolled and eligible.

Exports for 2014-2015							
Name	SSN	Imp. Inst.	Start Date	Exp. Date	Semesters Remaining	EI3 for 2014-2015	Re-certify 2015-2016
Baily, KB	5118	CLARCO	9/1/2014	6/1/2016	3	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Birkicht, K	6139	WBURG	9/1/2011	6/1/2015	1	Yes <input type="radio"/> No <input checked="" type="radio"/>	n/a
Carson, Marissa	0732	SYRAC	9/1/2014	1/1/2015	0	Yes <input type="radio"/> No <input checked="" type="radio"/>	n/a
Coates, Kelsie	6716	DRAKE	9/1/2014	1/1/2015	0	Yes <input type="radio"/> No <input checked="" type="radio"/>	n/a
Cook, Callie	4631	NCENT	9/1/2014	6/1/2018	7	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Leveille, A	2763	BRADU	9/1/2013	6/1/2018	7	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Moran, Z	5858	WEBST	9/1/2013	6/1/2017	5	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Nicholson, John	1754	DRAKE	9/1/2011	6/1/2015	1	Yes <input type="radio"/> No <input checked="" type="radio"/>	n/a
Nicholson, S	0442	DRAKE	9/1/2013	6/1/2017	5	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Pritchard, Ben	4880	UDUBQ	1/1/2015	6/1/2017	5	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Pritchard, Benjamin	4880	DRAKE	9/1/2014	1/1/2015	0	Yes <input type="radio"/> No <input checked="" type="radio"/>	n/a
reuter, michael	0907	CENTR	1/1/2015	6/1/2016	3	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Strumpfer, Jordan	5936	CENTR	9/1/2011	6/1/2015	1	Yes <input type="radio"/> No <input checked="" type="radio"/>	n/a
Wilson, Bailey	5393	CROWN	9/1/2013	6/1/2017	5	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Zingula, Zachary	2664	MTMER	9/1/2015	1/1/2017	3	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify

Double Credit 3

DC 3 offers TE semester credit on the TE balance sheet for up to three students annually who have been placed at the TE member school through other exchange programs. To obtain credit, the TE member institution pays the TE participation fee per Import from another TE recognized program. Recognized programs are listed inside the TELO Handbook. The Handbook is available inside the TELO ONLY Form portion of the website filed in the Communications folder.

Member schools may import annually up to three students, regardless of balance. TE member schools participating in other like Tuition Exchange programs may earn TE credit for these imports by adding the student to the TE database.

To do this – Open up your TELO Portal and chose EDITING and click on the Student option. The plan is that the current DC 3 students will roll forward each year, provided the student maintains eligibility.

A DC 3 student who transfers to another TE DC 3-member school does not have to be designated at the new school as a DC 3 student. If a DC 3 student becomes TE ineligible, you can replace the student. You will be billed another \$35 in this case.

Remember the maximum number of annual DC 3 students is three. By the academic year, 2017—18 DC 3 schools may have up to 12 designated DC 3 students total.

The Exchange Program options contains the names of all eligible TE DC 3 designed exchange programs.

Your Annual Report will also indicate which students are DC 3 students.

Imports provide schools with power to export. You are encouraged to consider this option as another way to grant additional exporting opportunities for your employees.

Communication

TE Central has created a variety of generic email notifications that will be sent to TE applicants and/or their parent or TELO's are the Import/Export school.

1. TE initial applications are entered into the TE system
 - a. Student and Parent will receive notification
2. TE Continuing student's recertification is completed
 - a. Student and Parent receives notification
3. TE certifications (applications) are reviewed in the TE system by the Import school
 - a. Approved – Exporting TELO is notified
 - b. Rejected – Exporting TELO is notified
 - c. Waitlisted – Exporting TELO is notified
4. TE certifications (application) is claimed as a paid deposit or enrolled student
 - a. Exporting TELO is updated
 - b. No other school can claim the student

Terminology

Academic Year – is August through May of a given year.

Annual Report – the report is submitted annually and due at the end of October. This is an organic report and should be reviewed at the beginning of each new enrollment term to insure all reporting is up-to-date and accurate.

Application certification – occurs once the Exporting TELO submits the eligible student's information for IMPORT consideration.

Continuing Student Recertification – is initiated by the EXPORTING school confirming that the student is the dependent of an eligible employee. The IMPORTING school needs to confirm continued academic eligibility for purposes of continuing the student's funding at the import school.

Delete – this is used when a student NEVER enrolls during the current academic year.

Drop – same as Withdrawal.

Exporting School – the school where the eligible employee works

Enrollment periods – TE Central is using Fall and/or Winter as the generic enrollment terms. Fall enrollment should be considered your first enrollment of the new academic year. Winter enrollment should be considered your second enrollment of the academic year.

Importing School – the school where the dependent of the eligible employee wishes to attend

Leave of Absence – this is used when a student needs for medical or mitigating circumstances to leave for school for a defined period of time. Check with your Registrar before assigning this category.

Loss of Eligibility – this means that the employee is no longer eligible for TE awards. In addition to completing the Withdraw form – please email the Importing TELO directly.

Membership Dues – is the TE member school's annual obligation. Payment is due in July of each year regardless of export and import numbers.

Optional Set Rate – the Tuition Exchange Board of Directors review and set this rate. This the weighted average of reported tuition amounts of all current TE members. For 2015-16 the Optional Set Rate is \$33,000. Schools with tuition greater than \$33,000 may use the Optional Set Rate. Schools with tuition less than the Optional Set Rate must offer TE recipients full tuition.

Participation Fees – this is the total amount due for each student successfully exported from your school. This fee is per student not per term. TE member schools participating in DC 3 will also be assessed a \$35 fee for each of their annual Imports through the DC 3 program

Total number of academic years – typically 4 (always use whole numbers only – no words)

Total number of semesters – typically 8 (always use whole numbers only – no words)

Withdrawal – this is used when a student enrolled during the current academic year drops out of school.