

What to do when the EXPORT school recertifies a current student who is no longer eligible at the IMPORT school

Step 1 All approved Continuing Exports live in the area of View Submissions

Step 2 click View Submissions to open be mindful of the categories

Applications

This section is for applicants not yet enrolled.

Scholarship Certification & Application Application

View Applicants (exports)

View Applications (imports)

Scholarship Recertification of Eligibility

Annual Report | View Submissions

Scholarship Recertification of Eligibility Submissions

| Imports - Approved Continuing Forms | | | | |
|-------------------------------------|-------------------|-------|---|-----------|
| Date | Student | TE ID | Exp. Inst | Year |
| 01/25/2018 | Jones, Nancy Jane | 1111 | XP - Council of Independent Colleges - XP | 2018-2019 |

Approved means your work is Complete, for this group

| Exports - New Continuing Forms | | | | |
|--------------------------------|----------------|-------|---------------|-------------|
| Date | Student | TE ID | Imp. Inst | Year |
| 04/24/2018 | Student, Henry | 4321 | College Three | 2018 - 2019 |

NEW indicated action is required

IMPORT schools approve New Continuing Exports
 In this case NEW refers to the form, not the student!
 Imports, when approving a continuing student consider
 the following issues:

1. Does TE scholarship renewal require a minimum Grade point average? Yes, you will need to wait until spring grades are issues.
2. Ask your Registrar to verify academic eligibility and confirm the student is registered for Fall, 2018 classes.

Once items 1 and 2 are positively confirmed, provide the details
 In the **SCHOLARSHIP AMOUNT, ENTER 4 IN THE YEARS OPTION,**
CLICK APPROVED, AND THEN CLICK THE SUBMIT BUTTON!

| | | |
|---------------------------------------|---|------------------|
| Exporting Inst: | XP - Council of Independent Colleges - XP jdodson@tuitionexchange.org | |
| Importing Inst: | College Four Janet Dodson, TELO jdodson@tuitionexchange.org | |
| Scholarship Amount:* | <input type="text" value="10000"/> | Must be a number |
| Years:* | <input type="text" value="4"/> | |
| Approved:* | <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| Comments: | <input type="text" value="Test"/> | |
| <input type="button" value="Submit"/> | | |

The screen rolls to a new screen. If valid emails are available
 The family is notified and the message update successful
 appears.

Scholarship Recertification of Eligibility Submissions

| Imports - Approved Continuing Forms | | | | |
|-------------------------------------|--------------------------------|-------|--------------|-----------|
| Date | Student | TE ID | Exp. Inst | Year |
| 04/24/2018 | Student, Henry | 4321 | College Four | 2018-2019 |

And student
 Moved to the
 Status of Approved!

Scholarship Re-certification of Eligibility

Application processed successfully.

[Back to Annual Report](#)

Parent has been notified of recertification.

Student has been notified of recertification.

Other issues to consider

Recertification generally occurs when the Annual Report is submitted.

Employees quit their job and students change their minds

When the EXPORT school recertifies an application and later the student is no longer eligible – updates are required.

Employees who quit their job need to have their student's expiration date update to the end of the semester unless the parent quits in the summer or while the school is on break. In that case, the expiration date is the most recently completed enrollment period.

Student who drop out during the semester used a term of TE eligibility. Their drop date is the end of the current term.

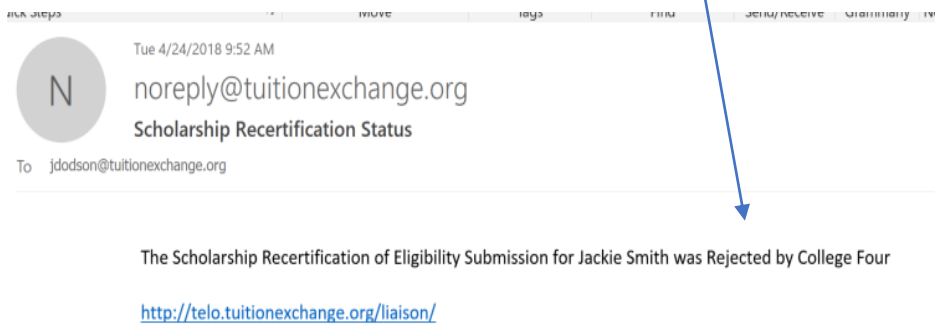
Students who fail to return (terminate or graduation) the drop date is the end of the last semester/term of attendance.

TE Central recently implemented a series of email notifications. Please read these notifications for important updates. I receive every email! In order to manage this vast amount of emails, I created a rule to move all emails from noreply@tuitionexchange.org automatically to a separate folder.

| | |
|--|---------|
| noreply@tuitionexchange.org Tuition Exchange Application Change fr... University of Florida - FL has updated an | 9:40 AM |
| noreply@tuitionexchange.org Withdrawn Tuition Exchange Applicatio... Butler University - IN has withdrawn an | 9:35 AM |
| noreply@tuitionexchange.org Scholarship Recertification Status The Scholarship | 9:33 AM |
| noreply@tuitionexchange.org Scholarship Recertification Status The Scholarship | 9:29 AM |
| noreply@tuitionexchange.org Approved Tuition Exchange Application... Western New England University - MA has | 9:25 AM |

This continuing student is no longer eligible at the IMPORT School for a TE scholarship. The IMPORT School completes the information as shown. Once the record is submitted the student moves to the Category REJECTED and emails launch.

| | | | |
|---------------------------------------|--|------------------|--|
| Exporting Inst: | College One Janet Dodson, TELO jdodson@tuitionexchange.org | | |
| Importing Inst: | College Four Janet Dodson, TELO jdodson@tuitionexchange.org | | |
| Scholarship Amount:* | <input type="text" value="0"/> | Must be a number | |
| Years:* | <input type="text" value="0"/> | | |
| Approved:* | <input type="radio"/> Yes <input checked="" type="radio"/> No | | |
| Comments: | <div style="border: 1px solid #ccc; padding: 5px;"> <p>provide a reason why. Be care regarding <u>ediscovery</u> rules and <u>FERPA</u> - keep the reason generic and bland. Initial and Date is very helpful</p> </div> | | |
| <input type="button" value="Submit"/> | | | |



Scholarship Recertification of Eligibility Submissions

| Imports - Rejected Continuing Forms | | | | |
|-------------------------------------|---------------|-------|-------------|-----------|
| Date | Student | TE ID | Exp. Inst | Year |
| 04/24/2018 | Smith, Jackie | 4321 | College One | 2018-2019 |