

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

Step 1

Scholarship Recertification of Eligibility
Annual Report | View Submissions

Click on Annual Report

Step 2

Imports for 2016-2017					
Name	TE ID	Exp. Inst.	Start Date	Exp. Date	Semesters Remaining
TEST, Test TEST	1212	TF Test Fachex	9/1/2016	6/1/2020	7

Exports for 2016-2017							
Name	TE ID	Imp. Inst.	Start Date	Exp. Date	Semesters Remaining	EI3 for 2016-2017	Re-certify 2017-2018
Testing, Testing	1231	Tuition Exchange (The)	9/1/2016	6/1/2020	7	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify

Click on the correct student

Step 3

Parent Email:

Entry Class: Freshman

Entry Semester: Fall 2015

Student Expires: Winter 2016

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