

PROPOSED TAX BILL AND QUALIFIED TUITION REDUCTIONS

Qualified Tuition Reductions

Under current law, qualified tuition reductions provided by educational institutions to their employees, spouses, or dependents are excluded from income. The exclusion may be provided in the form of either reduced tuition or cash. The reduction must be part of a program that does not discriminate in favor of highly compensated employees and may not apply to graduate programs (except for a graduate student who is teaching or a research assistant)

By no means, is TE Central a member of the House Ways and Means Committee, nor can we read the minds of Congress. However, based on the information provided, we feel comfortable with our interpretation—for the moment.

Consider the foundation of the Tuition Exchange program—to provide educational opportunities at places other than the parent's employing institution.

Now—let's look at the language.

1. qualified tuition reduction provided by ...to their employers.
2. Export schools determine if an employee is eligible for export only.
3. Import schools determine if a student meets their admission criteria.
4. Export schools determine eligibility criteria for exports and in the Tuition Exchange program no cash is exchanged between schools.
5. Import schools determine eligibility criteria for imports and in the Tuition Exchange program no cash is exchanged between schools.



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TE Central will be closed Thursday, November 23 and Friday, November 24 for Thanksgiving.

TE Central will be closed December 25 through January 1, 2018

January 19, 2018 is the Winter TE Board meeting. TE Central will be closed January 18 and 19.



PLEASE VERIFY AND UPDATE THE FOLLOWING INFORMATION:

ANNUAL REPORT GETS A NEW NAME

In hopes of making the process of reporting easier, TE Central is changing the name of the Annual Report to Enrollment Report.

The initial report continues to be due September 30.

By December 20th, TELO's are expected to review the report at the conclusion of the fall term/semester to verify all IMPORTS successfully complete the enrollment period.

EXPORT schools confirm all employees retain their eligibility.

By February 15th, confirm all students are enrolled for the Winter term/semester.

By June 15th, one final time, confirm all IMPORT students are academically eligible and EXPORT employees still employed and eligible for the 2018-19 Academic year..

A MINI AUDIT

It appears that several Import schools are funding students through the Tuition Exchange Program and are not getting credit for their funding efforts.

To recertify this oversight, TE Central is sending in March, 2018 to the Financial Aid Office of all TE Schools with active 2017-18 IMPORTS, a list of students reported on the 2017-18 Enrollment Report (formerly known as the Annual Report).

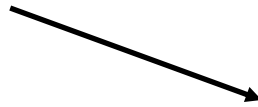
The report needs to be confirmed and returned to TE Central no later than April 15.

In March, an email will be sent to the Financial Aid Director with instructions for confirming and completing the report. All TELO's will be copied on this letter. Please take a few moments to verify we have the most up-to-date Financial Aid Director name and email. You will find the information inside the Institution Account – Institution Information. While there, please add and verify the other office details remain correct.

Institution Account
Mandatory Institutional Profile
Institution Information

Human Resources	
Name	<input type="text"/>
Email	<input type="text"/>
Admissions	
Name	<input type="text"/>
Email	<input type="text"/>
Financial Aid	
Name	Financial Aid Office
Email	financialaidoffice@westminstercc

Any item in a white box the EXPORT
TELO's can update



Families
EZ-application instructions and podcast
Tuition Opportunities >
Online Application
Application Status

Janet
Dodson
06/20/1990
1234
jdodson@tuitionexchange.org
402.418.1081
123
Crete, NE 68333
Non-faculty v
Dr
Norman
Hanson
janet.dodson@doane.edu
20
4
8
Yes v
Rejected v
Freshman v
test

EZ-APP UPDATE

The EZ app is now in full swing. The most prominent issue continues to be that families don't read. Errors include the family selecting the wrong employer. Please DENY these applications. A notice of denial is sent to the employee. If the employee understands the email, it should be immediately apparent this is not my school of employment as the email provides the TELO's name, school and email address of where the EZ app was denied.

Entering the wrong birthdate, last 4 numbers of the applicant's SSN and email address continues to plague the individual entering the apps. The instructions clearly state to contact their TELO. Because the aforementioned information is considered Personal Identifiable Information (PII), TE Central will not update a record based on the email or phone call from a student or parent.

As the TELO, you can update information inside the View Application section. As a reminder, you will be updating information on each application submitted. The TE system creates a separate application for each school, rather than one form per student. If the errors are many, I suggest denying the EZ apps and instruct the family to start again.

The image shows a vertical navigation menu on the left side of a page. The menu items are: Liaison Officers (dark blue background, white text), TELO (orange background, white text, with a right-pointing chevron), Opportunities (orange background, white text, with a right-pointing chevron), and Training Calendar (dark blue background, white text). Below this menu is a large light blue rectangular area. At the bottom of this area is a dropdown menu titled 'Applications' with a minus sign on the right. The dropdown menu has a dark blue background and white text. It contains the following items: 'This section is for applicants not yet enrolled.', 'Scholarship Certification & Application', 'View Applicants', 'Scholarship Recertification of Eligibility', and 'Annual Report | View Submissions'. At the very bottom of the page, the number '4' is displayed.

TRAINING GOES ON-LINE ONLY

TE Central recognizes the time and budget challenges our members face. While in-person training allows TELO's to meet and discuss issues face to face, the number of TELO's attending our in-person training sessions has decreased dramatically. Therefore, we can no longer offer In-person training but we will be increasing our popular webinar training options.

To provide you with new TELO training, continuing TELO training and program updates, TE Central is creating a series of webinars using the in-person training materials. The materials will be broken down so that you can attend as many or as few of the one-hour sessions that work for you. TE Central will also recruit TELO's along the way to share best practices.

These training sessions will be recorded and shared inside the TELO Only Resource section of the website.

Once this piece of the Training Calendar is finalized, you will receive a series of emails inviting you to register and attend. The Training Calendar will be updated too. As a reminder, if you register and don't participate, you will receive the recording faster.

HELP—I CAN'T FIND A STUDENT

Remember—View Applicants is for all NEW students and View Submissions is for all CONTINUING students.

To quickly find a student—Control F and type the student's TE ID or last name in the box.

Testing is being completed on collapsing the student details by year so you can still look and update for 2017-18 and have 2018-19 wide open.

This should help minimize the number of student names some of our schools deal with on a daily basis.

SECOND SEMESTER TRANSFER STUDENTS

Families are contacting the EXPORT TELO concerning their student's decision to transfer. The TE system does not like duplicate records. However, we are smarter than the system! In the case of a student transferring to a new school in the spring, the following will help you.

Fall record – update the expiration date by selected DROP at the end of THIS semester. Modify the student's first name to include – FALL 2017 ONLY and update.

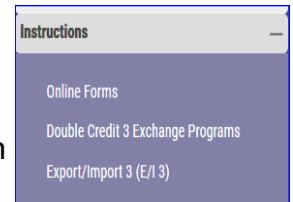
When you know for sure the student is attending the new school in the spring with TE, EXPORT schools ADD STUDENT on the ANNUAL REPORT.

EXPORT/IMPORT 3 & DOUBLE CREDIT 3 (DC 3) SCHOOL REMINDERS

If your school is a E/I 3, be sure you mark up to three NEW students annually on your 2017-18 Annual Report.

If you need additional Import credit, consider participating in the DC 3 program.

Check out the instructions section of the TELO portal for program details.



LIASION OFFICERS—TELO LOGIN—TELO ONLY RESOURCE LOGIN SECTION

So what is the difference between these three options on the TE website?

The **Liaison Officer** houses general information such as the W-9 form your Business Officer occasionally requests. The family power point is available for your co-branding so that you don't have to start from scratch. This is also where you can order TE materials such as table tents, family brochures and postcards.

The **TELO Login** is where you start your TE work. You need to know your TE school CODE, your email address, and your password. If you wish to add additional users, please contact Janet Dodson directly. Be sure to include the email, title and full name of the new user you want to add.

When someone leaves your employment and the individual is not the primary TELO, the person can be removed from the system. Deleting a name is done by eliminating the individual inside the Institutional Information section. Please notify Janet Dodson so that the individual is also removed from the TELO list serve.

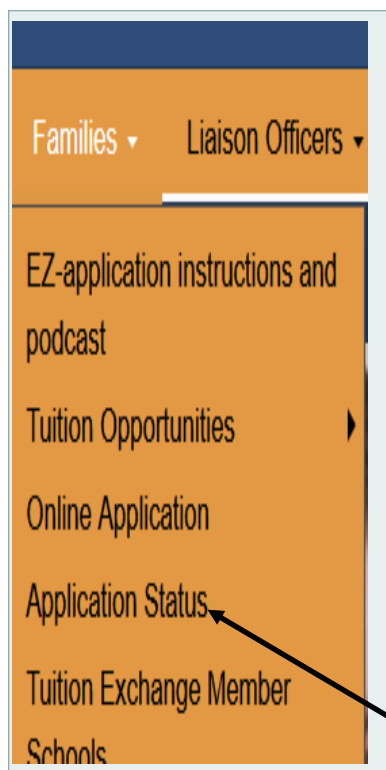
TELO Only Resource Login Only is password protected. The email and password is found on the TELO portal login page. Inside this section you will discover communication suggestions, all recording training since 2014, Annual Report assistance, etc.

We are always looking for new ways to communicate the student details of Tuition Exchange. Please share your letters, memos, emails with Janet for inclusion in this section of our website.

A screenshot of a web form titled 'Liaison Contact'. The form has a blue header with the title. Below the title are several input fields for contact information. An arrow from the text above points to the 'Backup E-mail' field.

Liaison Contact	
Salutation	Mr.
First Name	Robert
Last Name	Shorb
Title	Executive Director/CEO
E-mail	jdodson@tuitionexchange.org
Backup E-mail	klev@tuitionexchange.org;rshorb

COMMUNICATION IS IMPORTANT



Families are anxious for news. Many assume their student will receive Tuition Exchange scholarships at all schools and that all tuition will be fully funded. Please consider creating Frequently Asked Questions (FAQ's) for your families. FAQ's can help cut-down on the many phone calls and emails you receive regarding Tuition Exchange.

When you receive the paper application – consider creating an email with a timeline outlining all the steps and who to call.. For example:

Thank you for your TE application. The application will be entered/certified in the TE system within the next ____ days. You are notified via an email from

NOREPLY@tuitionexchange.org. Please check your spam account too.

Once the application is entered – your student must have a corresponding Admissions record at the IMPORT schools, otherwise the TE application is not be given top priority. As the EXPORT TELO, I am unable to provide you any additional information regarding your application.

On the TE website, www.tuitionexchange.org inside the Family tab, families can track the student's TE app by selecting Application status. The family must use the TEID, student email and birthdate they entered on the application. These three items must match 100% in order to access the TE app.

A THANK YOU LETTER TO YOUR PRESIDENT

In November of each year, Tuition Exchange Central sends a letter of thanks to your President. This year's letter was mailed on November 13th and an email copy of the letter was sent to you as well. This year we asked that your President share with TE Central, Tuition Exchange Scholarship success stories. Please help us showcase the impact TE scholarships have on today's students. Stories and pictures are welcome. We hope to create a slide show of success on our website. We appreciate your assistance in this endeavor.

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