

Suggested Tuition Exchange Calendar

January – review your Enrollment Report for correctness and update as needed (formerly known as Annual Report)

February – review and approve or deny Imports

March - maintain positive communication with Financial Aid, Admissions, and imports

April – finalize import decisions; respond to TE Central’s May 1 space available survey

May – confirm all import decisions are up-to-date and Exports students are Recertified

June – Export schools confirm employee eligibility; Import schools confirm continuing student eligibility; update Enrollment Report, make sure your E/I 3 students are selected; and all continuing students are Recertified; print the Enrollment Report and final Balance Sheet

July – Import schools confirm continuing students are enrolled for next term and new import students are scheduled to enroll; Submit Annual membership dues

August – review View Applicants to confirm all new Import TE student decisions reflect the correct status. Import schools click the Enrolled box for all newly enrolled Imports. Review Enrollment Report to confirm all continuing students are listed

September – Import schools click the Enrolled box for all newly Imports. Export schools click ADD Student when you receive the email message. Make sure all continuing students show on your Enrollment Report. Submit your Enrollment Report, pay your Participation Fees

October – review and update your Mandatory Institutional Profile; review your TE guidelines, update, publish, and communicate any guideline changes; host employee informational sessions; begin the review process of new applications

November – continue to approve eligible TE export EZ apps or add eligible export apps; share Import apps details with Admissions

December – continue to approve eligible TE export requests; share Imports app details; review your Enrollment Report for correctness