

The Tuition Exchange New Administrative System

February 2024 Webinar

TE Central Staff



Today's Focus

- ▶ Student account process
 - ▶ Creating a student account
 - ▶ FERPA consent
- ▶ Student application process
- ▶ Tuition Exchange Liaison Officer (TELO) responsibilities
- ▶ School profile details
- ▶ Academic year information
- ▶ Reports
 - ▶ Static Reports
 - ▶ Query Reports
- ▶ What's Next
 - ▶ Current system clean-up
 - ▶ Training



Student Account Process

Students create an account

- ▶ Inside the account, students can:
 - ▶ Modify school choices
 - ▶ Add and delete schools
 - ▶ The maximum number of schools is 10
 - ▶ Update biographical details, email address, and phone number
- ▶ Students cannot change any employee (parent) information
 - ▶ If the employee or employer information requires a change, a new application is required
- ▶ Students can create only one (1) account
 - ▶ Decrease, maybe even eliminate duplicate apps
 - ▶ Eliminates the dual-parent employed at different member school issue



Creating a student account

TUITION EXCHANGE
Open doors.
New opportunities.

TUITION EXCHANGE
Open doors.
New opportunities.

Create your Tuition Exchange applicant account

First Name Middle Initial

Last Name

Email Address

Password

Confirm Password

By checking the box, you agree to allow the Export (employer) and Import (attending) school to share your Tuition Exchange application information with the parent listed on your Tuition Exchange application.

For additional information about the Family Education Rights and Privacy Act (FERPA), contact the Registrar at the school you are attending or click here.

SIGN IN

Create Account [Forgot password?](#)

CREATE ACCOUNT

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- ▶ The new account process has a specific web address
- ▶ It is vital that the student pay attention when creating the account
- ▶ The account email is the email of record
- ▶ By checking the box, the student agrees that either school can discuss TE scholarship issues with the employee of record



FERPA consent

The student has the option to click the box

If not clicked, FERPA consent is not provided

The FERPA statement is provided only at the time of app creation

If the student wants to remove the consent, it must be done in writing at the school

Create your Tuition Exchange applicant account

First Name Allen	Middle Initial
Last Name Stevenson	
Email Address jkhd76+stevenson@gmail.com	
Password	
Confirm Password	

By checking the box, you agree to allow the Export (employer) and Import (attending) school to share your Tuition Exchange application information with the parent listed on your Tuition Exchange application.



school to share your Tuition Exchange application information with the parent listed on your Tuition Exchange application.

For additional information about the Family Education Rights and Privacy Act (FERPA), contact the Registrar at the school you are attending or [click here](#).

CREATE ACCOUNT

Already registered? [Sign in to your account.](#)



Student application process



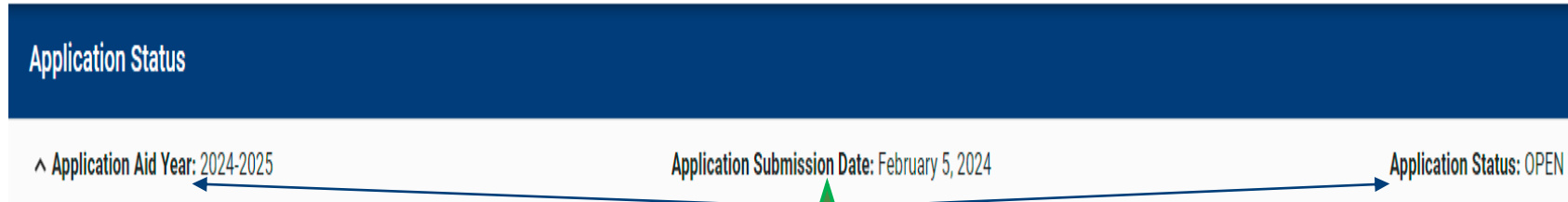
Application Status

Member Schools

School Search

Hi, Blaire David
Sign Out

- ▶ Once the student successfully logs in to the system, the application status appears
- ▶ Member Schools will be displayed, but if beyond the Export deadline date, Import deadline date, or lack of school detail, the school will be greyed out – a work still in progress
- ▶ School Search will be like the current process – a work still in progress



Student application Process



Tuition Exchange

Application Status

STOP! If you are a returning student receiving a Tuition Exchange scholarship, refrain from completing a new application. The TE Application

Number of Schools

Search

Student Information

The following questions are related to the student applying for TE scholarship consideration. The information supplied must be about the student.


Employee Information

Must be eligible school employee information

- ▶ The student account process freezes the student's name and email address
- ▶ The student can update biographical information
- ▶ The Employee Information, once entered, freezes and cannot be modified by the applicant



Student application process



Tuition Exchange

Hi, Blaire David
Sign Out

Application Status

Member Schools

School Search

Update EZ Application

Instructions

STOP! If you are a returning student receiving a Tuition Exchange scholarship, refrain from completing a new application. The TE Application is for a first-time TE scholar or student who is only planning to transfer to a new TE school.

Application Year
2024-2025

Student Information
The following questions are related to the student applying for TE scholarship consideration. The information supplied must be about the student, not the eligible employee. All information marked with an asterisk * is required.

Address 1*
2673 Park Place Dr

Address 2

City*
Fremont

State*
NE

ZIP*
68025

ZIP+4

Phone*
(123) 456-7890

Birthdate
Month*
04

Day*
06

Year*
2006



Student application process

Employee Information

Must be eligible school employee information

Employer Kansas Wesleyan University - Salina, KS		
First Name* Tara	Last Name* Lea	E-mail* test@tuitionexchange.edu
Title or Position* non-faculty	Years of Employment* 1	Employee Id 123456

The employee information must be of the eligible employee

The email address must be @nameofschool.edu*

The Employee ID is not a required field

TELOs **may** add up to three custom fields

* Schools may modify this requirement

These three custom fields are optional. If completed the field will appear in the employee information section on the TE-EZ Application.

Custom Field One

Custom Field Two

Custom Field Three

Student application process

- ▶ Students can have a maximum of ten (10) active schools
- ▶ The applicant must click the I understand box before the UPDATE button displays

The screenshot shows a web interface for the Tuition Exchange application. At the top, there is a header "Applying To" followed by a horizontal list of four schools: "Doane University - Crete, Nebraska", "Rockhurst University - Kansas City, MO", "University of Scranton - Scranton, PA", and "Skidmore College - Saratoga Springs, NY". Each school name is enclosed in a dark blue pill-shaped button with a small 'x' icon to its right. Below this list is a horizontal line. Underneath the line, there is a checkbox followed by the text: "I have read the full instructions for completing the Tuition Exchange application. It is understood that I will not be considered for a TE scholarship offer until my admission application is complete." To the right of this text is a grey button labeled "UPDATE". A green arrow points from the text "I understand box" in the second bullet point to the checkbox. Another green arrow points from the text "UPDATE button" in the same bullet point to the "UPDATE" button. A blue arrow points from the text "I understand box" to the "UPDATE" button.



Student application process

Application Status

Application Information

Student Classification
Never attended college and 1st year undergraduate.

Export Status
Awaiting Export Decision



Application (Import) School	Import Status	Import Status Changed ↓
Doane University - Crete, Nebraska	Awaiting Export Decision	02/13/2024
Rockhurst University - Kansas City, MO	Awaiting Export Decision	02/13/2024
University of Scranton - Scranton, PA	Awaiting Export Decision	02/13/2024
Skidmore College - Saratoga Springs, NY	Awaiting Export Decision	02/13/2024

DELETE APP

BACK TO EXPORTS

UPDATE APP

**TUITION
EXCHANGE**
Open doors.
New opportunities.



Student application process

Application Information

Student Classification

Never attended college and 1st year undergraduate.

Never attended college and 1st year undergraduate.

Attended college before and was a 1st-year undergraduate.

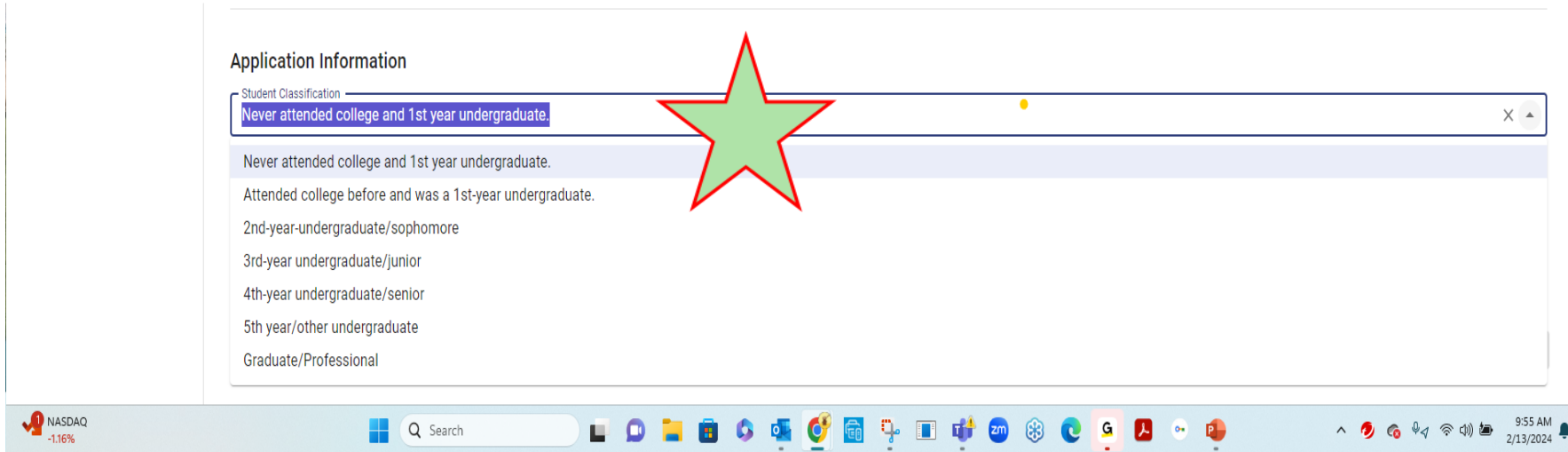
2nd-year-undergraduate/sophomore

3rd-year undergraduate/junior

4th-year undergraduate/senior

5th year/other undergraduate

Graduate/Professional



The Student Classification mirrors the FAFSA



Student application process

Application Status

Application Aid Year: 2024-2025

Application Submission Date: February 5, 2024

Application Status: OPEN

Employer (Export) School	Export Status	Export Status Changed
Kansas Wesleyan University - Salina, KS	Export Approved	02/21/2024

Application (Import) School	Import Status	Import Status Changed ↓
Doane University - Crete, Nebraska	Import Decision Pending	02/21/2024
Rockhurst University - Kansas City, MO	Import Decision Pending	02/21/2024
University of Scranton - Scranton, PA	Import Decision Pending	02/21/2024
Skidmore College - Saratoga Springs, NY	Import Decision Pending	02/21/2024

UPDATE APPLICATION

TUITION EXCHANGE
Open doors.
New opportunities.

Student application process

Application Information

Student Classification
Never attended college and 1st year undergraduate.

Applying To
Doane University - Crete, Nebraska ✕ Rockhurst University - Kansas City, MO ✕ University of Scranton - Scranton, PA ✕

I have read the full instructions for completing the Tuition Exchange application. It is understood that I will not be considered for a TE scholarship offer until my admission application is complete.

UPDATE

- ▶ The student decides he is no longer interested in Skidmore
- ▶ The student opens his account, removes the college(s), and can also add additional colleges
- ▶ The maximum number of active college requests is ten (10)
- ▶ The student clicks the *"I have read the full instructions for completing the Tuition Exchange application. It is understood that I will not be considered for a TE scholarship offer until my admission application is completed"* box and then clicks Update application
- ▶ The impacted school(s) and the export school will have entries added to their Daily Digest – still a work in progress



Student application process

Application Status

Application Aid Year: 2024-2025 Application Submission Date: February 5, 2024 Application Status: OPEN

Employer (Export) School	Export Status	Export Status Changed
Kansas Wesleyan University - Salina, KS	Export Approved	02/21/2024

Application (Import) School	Import Status	Import Status Changed ↓
Doane University - Crete, Nebraska	Import Decision Pending	02/21/2024
Rockhurst University - Kansas City, MO	Import Decision Pending	02/21/2024
University of Scranton - Scranton, PA	Import Decision Pending	02/21/2024

[UPDATE APPLICATION](#)

Skidmore College is no longer an active college for the student



Student application process

Tuition Exchange

Hi, Blaire David
Sign Out

Application Status

Application Aid Year: 2024-2025

Application Submission Date: February 5, 2024

Application Status: OPEN

Employer (Export) School	Export Status	Export Status Changed
Kansas Wesleyan University - Salina, KS	Export Approved	02/21/2024

Application (Import) School	Import Status	Import Status Changed ↓
Doane University - Crete, Nebraska	Import Approved	02/21/2024
Rockhurst University - Kansas City, MO	Import Decision Pending	02/21/2024
University of Scranton - Scranton, PA	Import Decision Pending	02/21/2024

UPDATE APPLICATION

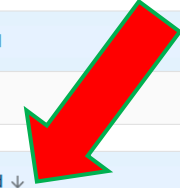
The student's Application Status updates as Import schools render decisions
The impacted Import and Export Daily Digests are updated



Student application process

Application Status		
^ Application Aid Year: 2024-2025		Application Submission Date: February 5, 2024
		Application Status: OPEN
Employer (Export) School	Export Status	Export Status Changed
Kansas Wesleyan University - Salina, KS	Export Approved	02/21/2024
Application (Import) School	Import Status	Import Status Changed ↓
Doane University - Crete, Nebraska	Import Approved	02/21/2024
Rockhurst University - Kansas City, MO	Under Review	02/21/2024
University of Scranton - Scranton, PA	Import Decision Pending	02/21/2024

[UPDATE APPLICATION](#)



The student status updates – notice Rockhurst updated the Import Status
The impacted Export and Import TELOs Daily Digests are updated



Student application process

Tuition Exchange

Hi, Blaire David
Sign Out

Application Status

Application Aid Year: 2024-2025

Application Submission Date: February 5, 2024

Application Status: OPEN

Employer (Export) School	Export Status	Export Status Changed
Kansas Wesleyan University - Salina, KS	Export Approved	02/21/2024

Application (Import) School	Import Status	Import Status Changed ↓
Doane University - Crete, Nebraska	Import Approved	02/21/2024
Rockhurst University - Kansas City, MO	Under Review	02/21/2024
University of Scranton - Scranton, PA	Import Approved	02/21/2024

UPDATE APPLICATION

The student has a decision to make
Two schools have offered him a TE scholarship
Rockhurst shared that it is reviewing the student's record
The student could eliminate Rockhurst or wait for their response





Application Status

Application Status

Member Schools

Application Aid Year: 2024-2025

Application Submission Date: February 5, 2024

Application Status: OPEN

School Search

Employer (Export) School	Export Status	Export Status Changed
Kansas Wesleyan University - Salina, KS	Export Approved	02/05/2024

Application (Import) School	Import Status	Import Status Changed
North Carolina University - Chapel Hill, NC	Enrolled	02/12/2024
Test University Insert - Lincoln, NE	Import Decision Pending	02/08/2024
Test Trigger - test, NE	Import Decision Pending	02/05/2024

UPDATE APPLICATION

- When the student's application status is OPEN, the student can modify their school choices
- When an IMPORT school claims the student as ENROLLED, the student's application status updates to CLOSED
- Additional CLOSED status include withdraw, transfer, and/or employee no longer eligible
- No further action can occur with the student's application



Brain Break!



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Tuition Exchange Liaison Officer (TELO) responsibilities for current system

- ▶ Use the TE-EZ Online app process
 - ▶ No more TELO app entry option
- ▶ Confirm institution information is correct by May 15, 2024
- ▶ Every TE member school must appoint a primary and secondary TELO before May 15, 2024
 - ▶ Contact Suzanne at slance@tuitionexchange.org for assistance
- ▶ Re-certify all eligible continuing students before May 15, 2024
 - ▶ <https://www.tuitionexchange.org/vnews/display.v/ART/65cd8b6e9136e>
 - ▶ Thank you to the 232 schools that have completed the Re-certification process
- ▶ Take action on all 2024-2025 apps before June 1, 2024



TELO responsibilities in new system

- ▶ TE-Central will no longer manage school system users or assign system access other than the primary TELO
- ▶ A TE calendar is in development and will be shared
 - ▶ Rules are in place to clean up the system
 - ▶ Unclaimed student apps will be closed
 - ▶ No more ADD student – when one IMPORT school claims the student all other college choices, regardless of status, move to an ineligible status
- ▶ No more system-generated emails clogging your email box
 - ▶ A Daily Digest will be available for the primary and secondary TELOs review
- ▶ No more re-certification
 - ▶ All student apps will be approved until the system calculated expiration date
 - ▶ Exception is the student who withdraws before graduation or employee eligibility issues



TELO responsibilities



DOANE
UNIVERSITY

Hi, Janet Hanson

[Sign Out](#)

- ▶ TE Central will request your school logo soon
- ▶ The request will include a specific file type and size
- ▶ Please be prompt with your response



TELO responsibilities



Email Address
jhanson@tuitionexchange.org

Password
.....

SIGN IN

[Forgot password?](#)

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- ▶ Primary and Secondary TELOs will receive login details via email
- ▶ The login details will include a temporary password
- ▶ Login action must occur within a defined period, or the temporary password will expire
- ▶ More information will be shared later
- ▶ Forgot password option available



TELO responsibilities



Thanks! If the email you entered matches one we have on file, then we've sent you an email containing further instructions.

If you haven't received an email in 5 minutes, check your spam or try a different email.

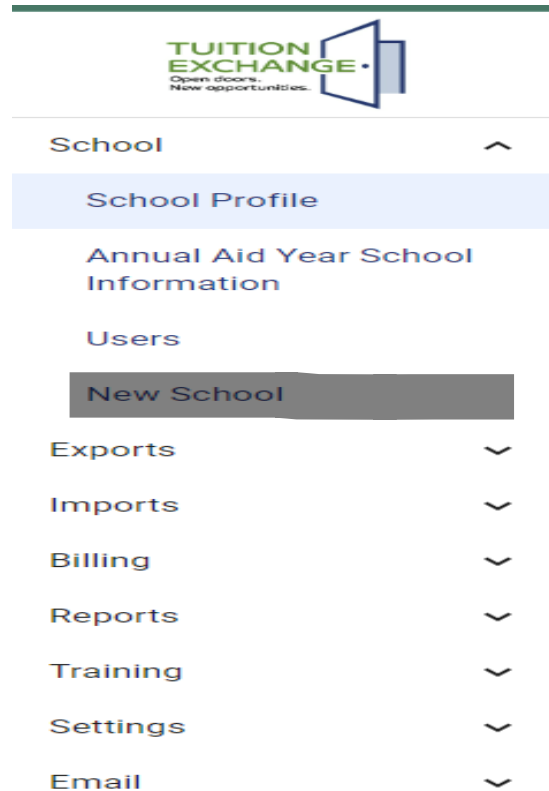
[Return to sign in](#)

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- ▶ The email comes from info@tuitionexchange.org and provides a temporary password
- ▶ Login action must occur within a defined period, or the temporary password will expire within 24 hrs
- ▶ The password requires a minimum of 12 characters



TELO responsibilities



- ▶ The new system will be pre-populated with current school information
- ▶ The primary TELO is responsible for entering and confirming annually that the school profile is up to date and correct
- ▶ The primary TELO is responsible for adding the annual aid year school information
- ▶ The primary TELO is responsible for maintaining active system users (adding and deleting)



TELO Export responsibilities

Export Applications

Current School: Doane University - Crete, Nebraska
Application Year: 2024-2025
Export Status: All Export Statuses

<input type="checkbox"/>	Aid Year	Employee Name	Employee ID	Years of Service	Student Name	TE EZ App Date	Export Status	Actions	Export Status Changed	Import Approved
<input type="checkbox"/>	2024-2025	Janet Hanson	123123123	45	Missy Hanson	10/30/23	Awaiting Export Decision		02/04/24	No
<input type="checkbox"/>	2024-2025	Franklin Parent		12	Michael Student4	10/13/23	Denied - Min Reqs Not Met		11/19/23	No
<input type="checkbox"/>	2024-2025	Wilma Parent		5	Michael Tester	10/13/23	Denied - Other		02/01/24	No
<input type="checkbox"/>	2024-2025	Suzanne ParentParent	88888888	22	Michael Tester2	10/04/23	Export Approved		02/01/24	No
<input type="checkbox"/>	2024-2025	Mom Smith	123456789	18	Jonathan Tester	10/13/23	Export Approved		11/19/23	Yes

Rows per page: 10 | 1-5 of 5

Bulk Update Status | UPDATE RECORDS | VIEW APPLICATION

Can approve individual apps or multiple apps in the same status to a new status



TELO Export responsibilities

Application Information

Student Classification
Never attended college and 1st year undergraduate.

Export Status
Awaiting Export Decision

Application (Import) School	Import Status	Import Status Changed ↓
Rockhurst University - Kansas City, MO	Awaiting Export Decision	02/04/2024
Kansas Wesleyan University - Salina, KS	Awaiting Export Decision	02/04/2024
Skidmore College - Saratoga Springs, NY	Awaiting Export Decision	02/04/2024

DELETE APP

BACK TO EXPORTS

UPDATE APP

Export Status options

Awaiting Export Decision

Export Approved

Denied – not an employee

Denied – minimum requirements not met

Denied – other (reason must be provided)



TELO Export responsibilities

Current School: Doane University - Crete, Nebraska | Application Year: All Active Aid Years | Export Status: All Export Statuses

Columns: COLUMNS | Filters: FILTERS | Export: EXPORT

<input type="checkbox"/>	Aid Year	Employee Name	Employee ID	Years of Service	Student Name	TE EZ App Date	Export Status	Actions	Export Status Changed	Import Approved
<input type="checkbox"/>	2024-2025	Janet Hanson	123123123	45	Missy Hanson	10/30/23	Export Approved		02/22/24	No

Export TELOs are approving the employee's eligibility for their student to shop

Once the employee's eligibility is confirmed, nothing more is required - unless the employee's eligibility changes



TELO Export responsibilities


A small rectangular button with a red border and the text "DELETE APP" in red.

Delete student application?
This will remove the student application from the system. If the student has no other data, the student will also be removed. You will not be able to recover the data once complete.


A small rectangular button with a white border and the text "BACK TO EXPORTS" in black.A small rectangular button with a dark blue background and the text "UPDATE APP" in white.

Once the export decision is determined, click Update app to finalize the action

TELO Import responsibilities



Tuition Exchange Admin



Hi, Janet Hanson
Sign Out

Import Applications

Current School: Doane University - Crete, Nebraska | Application Year: 2024-2025 | Import Status: All Import Statuses

COLUMNS **FILTERS** **EXPORT**

<input type="checkbox"/>	Aid Year	Student Name	Program Type	Import Status	Actions	Import Status Date	Modified By
<input type="checkbox"/>	2024-2025	Michael Student	TE	Leave of Absence		02/01/24	Michael TELO-Bellevue
<input type="checkbox"/>	2024-2025	Taryn Abapo	TE	Awaiting Export Decision		02/05/24	Taryn Abapo
<input type="checkbox"/>	2024-2025	Ryan Burton	TE	Awaiting Export Decision		02/19/24	Janet Hanson
<input type="checkbox"/>	2024-2025	Blaire David	TE	Import Decision Pending		02/21/24	Blaire David
<input type="checkbox"/>	2024-2025	Temidayo Obembe	TE	Awaiting Export Decision		02/19/24	Janet Hanson
<input type="checkbox"/>	2024-2025	Naomi Little	TE	Awaiting Export Decision		02/19/24	Janet Hanson
<input type="checkbox"/>	2024-2025	Xavier Cisco	TE	Awaiting Export Decision		02/19/24	Janet Hanson
<input type="checkbox"/>	2024-2025	Kolton Heidrich	TE	Awaiting Export Decision		02/19/24	Janet Hanson
<input type="checkbox"/>	2024-2025	Rosa Hill	TE	Awaiting Export Decision		02/19/24	Janet Hanson
<input type="checkbox"/>	2024-2025	Ada Howard	TE	Awaiting Export Decision		02/19/24	Janet Hanson



TELO Import responsibilities

Application Information

Submission Date 02/05/2024	Student Classification Never attended college and 1st year undergraduate.
Export Status Export Approved	Export Status Date 02/21/2024
Import Status Import Approved	Import Status Date 02/21/2024
Additional Import Schools Applied 2	

Import Status Options

- Awaiting export decision
- Import decision pending
- Under review
- Import approved
- Enrolled
- Denied – did not apply
- Denied – applied did not enroll
- Denied – other (text required)
- Declined – student offered but declined
- Withdrawn
- Leave of absence
- Employee not eligible (Export option only)

BACK TO IMPORTS

UPDATE APP

TUITION
EXCHANGE •

Open doors.
New opportunities.

TELO Import responsibilities


Tuition Exchange Admin

 **DOANE** UNIVERSITY
Hi, Janet Hanson
Sign Out

Import Applications

Current School: Doane University - Crete, Nebraska | Application Year: 2024-2025 | Import Status: Import Approved

COLUMNS **FILTERS** **EXPORT**

<input type="checkbox"/>	Aid Year	Student Name	Program Type	Import Status	Actions	Import Status Date	Modified By
<input type="checkbox"/>	2024-2025	Blaire David	TE	Import Approved		02/21/24	Blaire David

Rows per page: 10 | 1-1 of 1

[VIEW APPLICATION](#)

Once approved, be sure to update Financial Aid so the TE scholarship can be included with the student's total financial aid package
Use the Query Report option to keep others informed



TELO Import responsibilities

Tuition Exchange Admin



Hi, Janet Hanson
Sign Out

Import Applications

Current School: Rockhurst University - Kansas City, MO | Application Year: 2024-2025 | Import Status: Under Review

Columns: COLUMNS | Filters: FILTERS | Export: EXPORT

<input type="checkbox"/>	Aid Year	Student Name	Program Type	Import Status	Actions	Import Status Date	Modified By
<input type="checkbox"/>	2024-2025	Blaire David	TE	Under Review		02/21/24	Blaire David

Rows per page: 10 | 1-1 of 1 | [VIEW APPLICATION](#)



Monitor and update Import status frequently
Keep Enrollment Managers, Admission Directors, and Financial Aid Officers informed via Query report options



School profile details

General Information

School Name Doane University	Address 1014 Boswell Avenue
City Crete	State Nebraska
ZIP/Postal Code 68333	ZIP +4 1234
Country United States	URL https://www.doane.edu
Phone 4028262161	Current School No Parent Campus
Region RMASFAA	Carnegie Rating R2
Join Date 03/01/2024	

General information will be transferred from the current system
Please review and update if incorrect before May 15



School profile details

Contacts	
Admissions	Financial Aid
First Name Janet	Last Name Dodson
Email janet.dodson@doane.edu	
Human Resources	Invoice Billing
First Name Pappy	Last Name Kjohede
Email glendak@test.edu	
President	
First Name Fred	Last Name Brown
Email fredb@test.edu	

Each contact requires a response and a valid email
The contacts will receive information pertinent to their role, with the Primary TELO included in all communication
The Invoice Billing contact will receive all payment invoice notices
In all cases, the primary and secondary TELO will be included when connecting with any of the above contacts



School profile details

Users

MD Michael DoaneTELO
mikeb@filamentservices.org
Primary TELO Admin

MD Michael DoaneExportTELO
m1cha3lbrand+68333@gmail.com
Export

BB Bruce Bartels
bruceb@fes.org
Secondary TELO Admin

The primary and secondary TELO, as well as others with system access, will be listed here

The primary and secondary TELO are expected to keep the system users up to date

Should the primary TELO leave, the secondary TELO can update the system

If both depart, TE Central can update the system – adding only a primary user



School profile details

Program Settings

Accepting New Students?

Yes No

(Removes from school list)

Academic Term

Semester Quarter Trimester

Summer Awards

Yes No

Allow for summer disbursement in academic year

Non-EDU Email Accepted

Yes No

These three custom fields are optional. If completed the field will appear in the employee information section on the TE-EZ Application.

Custom Field One
Test1

Custom Field Two
Test2

Custom Field Three
Test3

Please enter any information that you would like to see posted on the site when a prospective visitor comes to the Selecting a School and Registry section of the Tuition Exchange site.

Overview
Will <https://www.cnn.com> work here?

The primary TELO must complete this information after the new system is launched

There are three custom fields the member school can use as needed

Please be aware – the information cannot be used as a sort option

The entered information powers the school search option used by families



School profile details

- ▶ The following five (5) slides detail the annual aid year school information
- ▶ Every year is a new year
 - ▶ No more over-writing
- ▶ The primary TELO must complete the details every year
 - ▶ The member school will be greyed out until the information is complete
- ▶ Clicking update is the key saving the information

UPDATE



Academic year information

Annual Aid Year School Information

Current School
Doane University - Crete, Nebraska

Current Aid Year
2024-2025

Information gathered here appears on the Tuition Exchange website as part of the section "School Search".
Direct your questions to Janet Hanson: jhanson@tuitionexchange.org.

Please update your Institutional Profile by October 15, 2024. If you wish to make a change to the information that is currently listed, do so, and then Click Update Information. Your answers will be on our "Conducting a School Search" webpage for parents and students. It is possible to revise your answers anytime during the year.

Candidate Applications

My school will not offer new import student scholarships for the 2024-2025 academic year

Does your school have a special link (secondary URL) for TE Export eligibility guidelines?

Yes No

TE Export Address
test

Does your school have a special link (secondary URL) for TE Import Scholarship Application Requirements?

Yes No

TE Import Address
test

Will you provide more than 8 semesters of tuition?

Yes No



Academic year information

Select all student categories your school will consider offering Tuition Exchange scholarships

- Never attended college and 1st year undergraduate.
- Attended college before and was a 1st-year undergraduate.
- 2nd-year-undergraduate/sophomore
- 3rd-year undergraduate/junior
- 4th-year undergraduate/senior
- 5th year/other undergraduate
- Graduate/Professional

Deadline for receipt of Export candidate applications at my school*

11/01/2023



Deadline for receipt of Import candidate applications at my school*

08/15/2024



Tuition*

\$ 38940



TUITION
EXCHANGE •

Open doors.
New opportunities.



Academic year information

TE Scholarship Award

The Tuition Exchange scholarship offered by my school will be:

- Full Tuition (\$38,940.00)
- Annual Set-Rate
- Public Institution Rate
- Other

All TE scholars must complete the Free Application for Federal Student Aid (FAFSA)

- Annually
- Not required

Some states provide portable tuition assistance grants. Check out your home state by [clicking here](#)

- If the student is Pell eligible, the grant is included as a part of the TE scholarship award
- If the student is eligible for a State Grant, the grant is included as a part of the TE scholarship award
- Academic scholarships are included as a part of the TE scholarship award
- Talent scholarships, such as Art, Music, or Theatre, are included as a part of the TE scholarship award
- Outside scholarships are included as a part of the TE scholarship award
- Tuition Exchange scholars are required to live on campus

Percentage of Award Offers
more than 50% who are admitted were offered the TE scholarship %



Academic year information

Eligible Academic Programs

Import Tuition Exchange scholarships are available for the following programs offered by my school:

- All undergraduate programs
- All undergraduate programs except
- Off campus/study abroad semester
- All Online programs
- All Online programs except
- All Certificate programs
- All Certificate programs except
- Master's degrees
- Doctoral degrees

Undergraduate program exceptions

Available on the Crete campus only, the 3 + 2 program are only eligible while attending classes in Crete.



Academic year information

Export Enrollment Fee

These would be fees charged to employees (exports) to enroll to other institutions.

My school charges every EXPORT applicant to apply for and potentially receive a Tuition Exchange Scholarship to enroll at any TE member school.

Yes No

My school charges every EXPORT student enrolling at any TE member school with a Tuition Exchange Scholarship award.

Yes No

Import Enrollment Fee

These would be fees charged to students (imports) to enroll to your institution.

My school charges every enrolled IMPORT applicant a TE processing fee.

Yes No



Brain
Break



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Open doors.
New opportunities.



Reports

- ▶ Static reports
 - ▶ Pre-determined and push button ready
- ▶ Export **
- ▶ Import **
- ▶ Enrollment **
- ▶ Tuition **

** Static and Query options available



Reports

- ▶ TELO determines the application year and export status
- ▶ TELO can export (download as CSV) as displayed
- ▶ TELO can start with this report and filter via Basic logic and download it as a CSV
- ▶ TELO can upload to school systems – contact your school IT staff for upload assistance



Reports - static

Export

Current School: Doane University - Crete, Nebraska | Application Year: All Years | Export Status: All Statuses

☰ COLUMNS | 🏠 FILTERS | 📄 EXPORT

Aid Year	Employee Name	ID	Title	Years of Service	Student Name	App Date	Export Status
2024-2025	Suzanne ParentParent	88888888	Administration	22	Michael Tester2	10/04/2023	Export Approved
2024-2025	Franklin Parent		Janitor	12	Michael Student4	10/13/2023	Denied - Min Reqs Not Met
2024-2025	Mom Smith	123456789	Professor	18	Jonathan Tester	10/13/2023	Export Approved
2024-2025	Wilma Parent		Assistant	5	Michael Tester	10/13/2023	Denied - Other
2024-2025	Janet Hanson	123123123	Financial Aid Director	45	Missy Hanson	10/30/2023	Awaiting Export Decision

Rows per page: 10 | 1-5 of 5 | < >



Reports - static

Import

Current School: Doane University - Crete, Nebraska
 Application Year: All Years
 Import Status: All Statuses

☰ COLUMNS
☰ FILTERS
📄 EXPORT

Aid Year	Student Name	Address	City	State	ZIP	Email	Cell Phone	Import Status
2023-2024	Michael Tester19	1515 State Street	Lincoln	NE	68508	m1cha3lbrand+111923@gmail.com	(402) 555-1212	Withdrawn
2024-2025	Michael Student	1300 O Street	Lincoln	NE	68508	m1cha3lbrand@gmail.com	(402) 555-1212	Leave of Absence
2024-2025	Sally Student	1212 Oak Street	Omaha	NE	68502	m1cha3lbrand+1119232@gmail.com	(402) 555-5555	Withdrawn
2024-2025	Taryn Abapo	6699 Summerstone Ct	Rancho Cucamonga	CA	91701	sleance1+Taryn@gmail.com	(123) 456-7890	Awaiting Export Decision
2024-2025	Ryan Burton	7958 N 164th St	Bennington	NE	68007	jkhd76+Ryan@gmail.com	(123) 456-7890	Awaiting Export Decision
2024-2025	Blaire David	2673 Park Place Dr	Fremont	NE	68025	jkhd76+Blaire@gmail.com	(123) 456-7890	Import Approved
2024-2025	Temidayo Obembe	6709 Elmhurst Dr	Ommaha	NE	67114	jkhd76+Temidayo@gmail.com	(123) 456-7890	Awaiting Export Decision
2024-2025	Naomi Little	125 Ormsby St	Pewaukee	MO	01581	jkhd76+naomi@gmail.com	(123) 456-7890	Awaiting Export Decision
2024-2025	Xavier Cisco	7210 Steven Lane	Indianapolis	IN	46260	jkhd76+Xavier@gmail.com	(123) 456-7890	Awaiting Export Decision
2024-2025	Kolton Heidrich	7210 Steven Lane	Grass Lake	MI	49240	jkhd76+Kolton@gmail.com	(123) 456-7890	Awaiting Export Decision
2024-2025	Rosa Hill	8652 Wood Forest	San Antonio	TX	78251	jkhd76+rosa@gmail.com	(123) 456-7890	Awaiting Export Decision
2024-2025	Ada Howard	1135 Middleburt Road	Kent	OH	44240	jkhd76+ada@gmail.com	(152) 345-6789	Awaiting Export Decision
2024-2025	Christian Fontaine	34585 Bunker Hill	Farmington Hills	MI	20814	jkhd76+christian@gmail.com	(123) 456-7890	Awaiting Export Decision
2024-2025	Grace Bailey	3702 150th	Urbandale	IA	50323	jkhd76+Grace@gmail.com	(123) 456-7890	Employee not eligible
2024-2025	Aaron Biden	4320 Coolridge Ave	St. Louis	MO	68112	jkhd76+aaron@gmail.com	(123) 456-7890	Awaiting Export Decision
2024-2025	Buisan Twomey Santiago	3642 15th St. S.	Moorhead	MN	56560	jkhd76+Santiago@gmail.com	(123) 456-7890	Awaiting Export Decision

Student birthdate will be added to this report



Enrollment Report - static

Enrollment

Current School: Doane University - Crete, Nebraska | Application Year: 2024-2025

Exports

Columns: COLUMNS | Filters: FILTERS | Export: EXPORT

Aid Year	Student Name	Import School	Export Status	Eligibility Remaining
2024-2025	Jonathan Tester	Mike Test School	Export Approved	

Rows per page: 10 | 1-1 of 1

Imports

Columns: COLUMNS | Filters: FILTERS | Export: EXPORT

Aid Year	Student Name	Export School	Import Status	Eligibility Remaining
2024-2025	Michael Student	Bellevue University	Leave of Absence	

Rows per page: 10 | 1-1 of 1



Reports - tuition

Tuition

Current School: All Schools Application Year: All Years

Columns Filters Export

Aid Year	School Name	City	State	Tuition	Award Amount	Award Type
2022-2023	University of Colorado	Boulder	CO			Full Tuition
2022-2023	Test DB1	Sterling	NE			Full Tuition
2022-2023	Doane University	Crete	Nebraska			Full Tuition
2022-2023	University of Omaha	Omaha	NE			Full Tuition
2023-2024	University of Colorado	Boulder	CO			Full Tuition
2023-2024	University of Scranton	Scranton	PA			Full Tuition
2023-2024	Mike Test School	Lincoln	NE			Full Tuition
2023-2024	Skidmore College	Saratoga Springs	NY			Annual Set-Rate
2024-2025	Doane University	Crete	Nebraska	\$38,940	\$38,940	Full Tuition
2024-2025	Kansas Wesleyan University	Salina	KS			Full Tuition

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You asked for it – and finally it’s available



Invoices

Costs and Set-Rate

- ▶ 2024-2025 Tuition Exchange Member Dues are \$600.00 and are due July 15
- ▶ Participation Fees (p-fees) \$50.00 per successful Export are due October 15
- ▶ Set Rate
 - ▶ 2024-25 \$42,000
 - ▶ 2025-25 \$43,000
- ▶ All invoices will be emailed to the primary, secondary, and invoice contact listed in the system



Invoice – membership dues and participation fees

- ▶ Membership dues
 - ▶ Email invoices no later than July 1
 - ▶ Invoice number now standard
- ▶ Participation Fees
 - ▶ Email invoices after October 15
 - ▶ Invoice number now standard
- ▶ Outstanding dues and fee reminders will be sent
 - ▶ Late fees will be charged (the calendar will provide the details)
- ▶ Checks and Credit Card payments accepted
 - ▶ ACH is no longer a payment option
 - ▶ Janet notified the schools which used ACH in the past



Reports - query

- ▶ Basic Logic is the key to creating query reports
- ▶ Additional information will be shared after the new system is launched
- ▶ Stay tuned for more information



What's Next?

- ▶ Current system clean-up
- ▶ Timeline



Be like Missy Cat – always curious and learning



Current system clean-up

- ▶ Current system clean-up
 - ▶ General information will be transferred from the current system
 - ▶ Please review and update if wrong before May 15
- ▶ Re-certify all eligible continuing students before May 15, 2024
 - ▶ <https://www.tuitionexchange.org/vnews/display.v/ART/65cd8b6e9136e>
 - ▶ Thank you to the 232 schools that have completed the Re-certification process
- ▶ Take action on all 2024-2025 apps before June 1, 2024
 - ▶ Import schools - Approve or Deny/Reject
 - ▶ Export schools - Withdraw



Timeline

- ▶ A full data transfer will occur no later than June 21
- ▶ The current TE system will be unavailable for one whole work week in June – TBD
- ▶ The 2025-2026 application process opens with the new system on or around July 1, 2024
- ▶ Future items under consideration
 - ▶ Enrollment Reports and Membership Agreements will be linked PDFs available in the system
 - ▶ Multi-factor authentication



Training

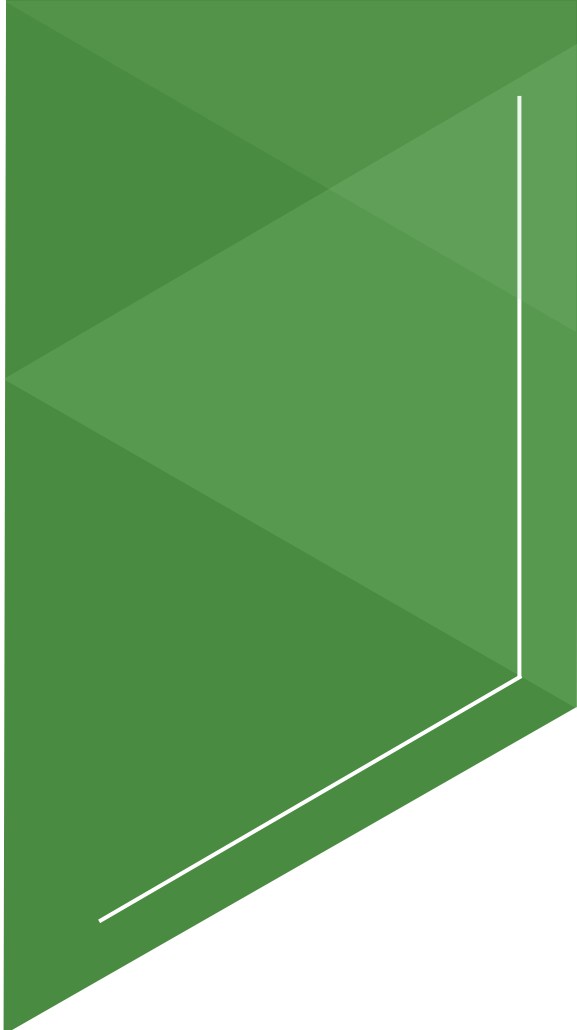
- ▶ Required training
 - ▶ The new system will require every primary and secondary training to participate in a live session
 - ▶ Many options will be provided, and every TELO must attend at least one session
- ▶ Training will be conducted inside the system
 - ▶ This means you should have immediate access after completing the minimum established attendance requirement – TBD
- ▶ The TE Central staff are very excited about the new system
- ▶ Changes are coming, and they put the primary and secondary TELO in the driver's seat
- ▶ Patience will be the key to success



Let's Recap

- ▶ Student account process
 - ▶ Creating a student account
 - ▶ FERPA consent
- ▶ Student application process
- ▶ Tuition Exchange Liaison Officer (TELO) responsibilities
- ▶ School profile details
- ▶ Academic year information
- ▶ Reports
 - ▶ Static Reports
 - ▶ Query Reports
- ▶ What's Next
 - ▶ Current system clean-up
 - ▶ Training





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