**Items to be considered when creating or reviewing your TE guidelines**

Define your TE program.

Be sure to include the following concepts:

 No guarantee

 Not an employee benefit

 Minimum employment requirement and types of eligible employment

 Definition of dependent – biological child, blended families, employee, spouse/partner

 Define student

 Length of student eligibility – eight semesters or graduation whichever is first

 Ability to transfer

 How employee eligibility is calculated

 When both parents are employed at a TE school

 Multiple family members using and seeking a TE scholarship

 The process used to determine Export employee determination

 The process used to determine Import student selection

Application process

 Export application process

 Import application process

 EXPORT application deadline

 IMPORT application deadline

Notification process

 Export notification process

 Import notification process

Continuing student renewal process

 Exports – recertification

 Imports – continued funding