**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