2014-15 Tuition Exchange Annual Report Checklist

Open Annual Report

Review current names listed

Determine if each EXPORT is:

 Eligible – is the employee still employed?

 Enrolled at the listed school

 Graduation date is still accurate

Determine if each returning IMPORT is:

 Enrolled as an eligible student

 Meeting your criteria to maintain funding

 IE: GPA, enrollment status, Satisfactory Academic Status

 Graduation date is still accurate

Determine who your new IMPORTS are:

 Confirm enrolled

 Determine anticipated graduation date

 Add these new students to your Annual Report

Confirm that Financial Aid has awarded the student a Tuition Exchange scholarship.

Confirm the funds have transferred correctly to the Business Office for posting to the individual student’s account.

Once all is confirmed – be sure to SUBMIT your report.

Print a copy of the report for your records

Make a note on your calendar to review the report after Second semester begins

Run the PARTICIPATION FEES invoice and submit it to your Accounts Payable for payment. Currently, TE Central is not able to accept electronic payments.

Helpful hints:

 To ADD students – the 2014-15 application is now closed, this means you are NO LONGER able to process the student through the system. It is now a manual process. You will need to ADD the student from your Annual Report. Be sure to complete the entire form including adding BOTH the import and export school names. Hit submit and review your Annual Report. The missing students will now be there.

If you expect an approval email from the EXPORT school, you will need to ask them to email you a note. The system will not generate an email once the system year is closed.

 To DELETE students – if you have students on your Annual Report who are no longer enrolled or eligible, or have graduated do the following to eliminate the student from your Annual Report

 Open you Annual Report

 Click on the errant student’s name

 Update BOTH the Import and Export school to NOT ENROLLED

 This is the first option at the top of the list

 Hit submit – the student will be eliminated from your Annual Report