New TE applicant export

Date

Name

Street

City, ST 00000

Dear name of student:

Tuition Exchange (TE) forms were submitted electronically on your behalf as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date/20xx | Last, First | 0000 | TE College | 20xx – 20xx |
| Date/20xx | Last, First | 0000 | TE University | 20xx – 20xx |

The electronic form is delivered directly to the Tuition Exchange Liaison Officer at the schools you listed on your Iota College application form. It is uncertain how TE institutions receiving your electronic form respond. Some institutions communicate an acknowledgement shortly after receiving the TE form, while others do not respond until an admission and TE scholarship decision is made. If the TE institution does not contact you within a few weeks indicating they received your TE electronic form, you may want to check with them. You can find the e-mail address of the school’s TELO at [www.tuitionexchange.org](http://www.tuitionexchange.org) under the Member School tab.

Please note Iota College certifies undergraduate TE eligibility for a maximum of eight semesters.

Copies of the information submitted to each TE school along with a question and answer sheet for Iota College employees is enclosed.

Best wishes and please keep us updated when a final college decision is made.

Sincerely,

Name

Title TELO

Enclosures

Your might want to consider copying to the student’s parent(s) as well.