Using the TE-EZ Application

TE-EZ Application

Families have the option to complete the online application

- Step 1 - family completes the application record submitting it to their TE employer family can select up to a maximum of 10 import schools
- Step 2 – the application record is pending until action is taken by the Export school
- Step 3 - once the application record is Approved or Denied by the Export school the application moves ahead or stops
- Step 4 - provided valid emails are in place, the parent and student receive a notice of Approval certification action taking by the Exporting TELO. In the case of Application record denial only the employee receives the email
- Step 5 - once the Approval certification is completed, the Import TELO receives the notification email and the approval/deny process continues as it has been to date

TE-EZ application e-mails

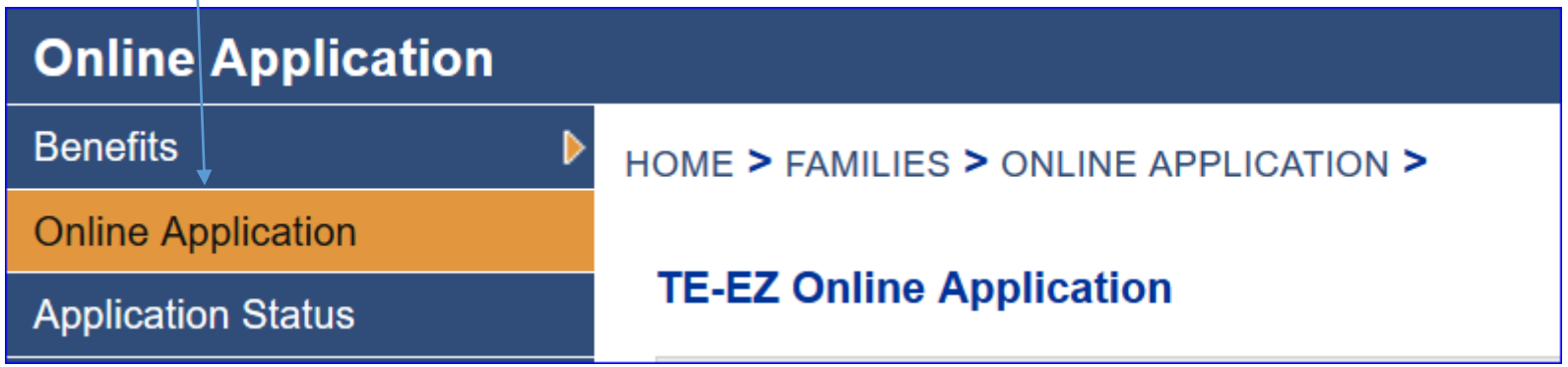
The APPROVAL message is sent to both employee and student when e-mails are provided.

The **Approval message** is:
The Tuition Exchange application(s) recently submitted to your TE employer for award consideration are now officially recorded in the system. The following Tuition Exchange member schools received your TE award application(s). (The school selected by the applicant are listed here)
If you have questions about the TE application process at any of the schools you selected, contact the school directly. New students should contact your Admissions Counselor and continuing students should contact the Financial Aid Office. TE Central is unable to provide you information about your application process.

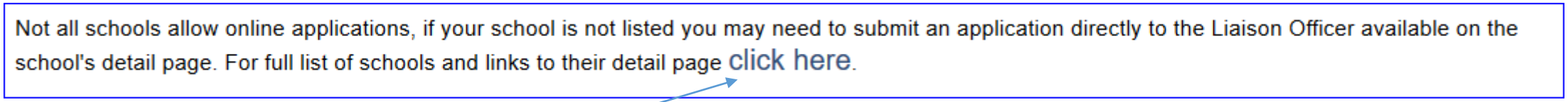
The **Denial message** is:
The Tuition Exchange application record(s) recently submitted to your TE employer for award consideration were not accepted by the TE employer you selected. Your TE award application(s) were not shared with the schools you selected.
If you have questions about the TE application process at your school of employment, contact the TE Liaison Officer at the school where you are employed. TE Central is unable to provide you information about your application process.

The DENIAL message is sent to the Employee only.

Using the TE-EZ application
www.tuitionexchange.org
Families tab



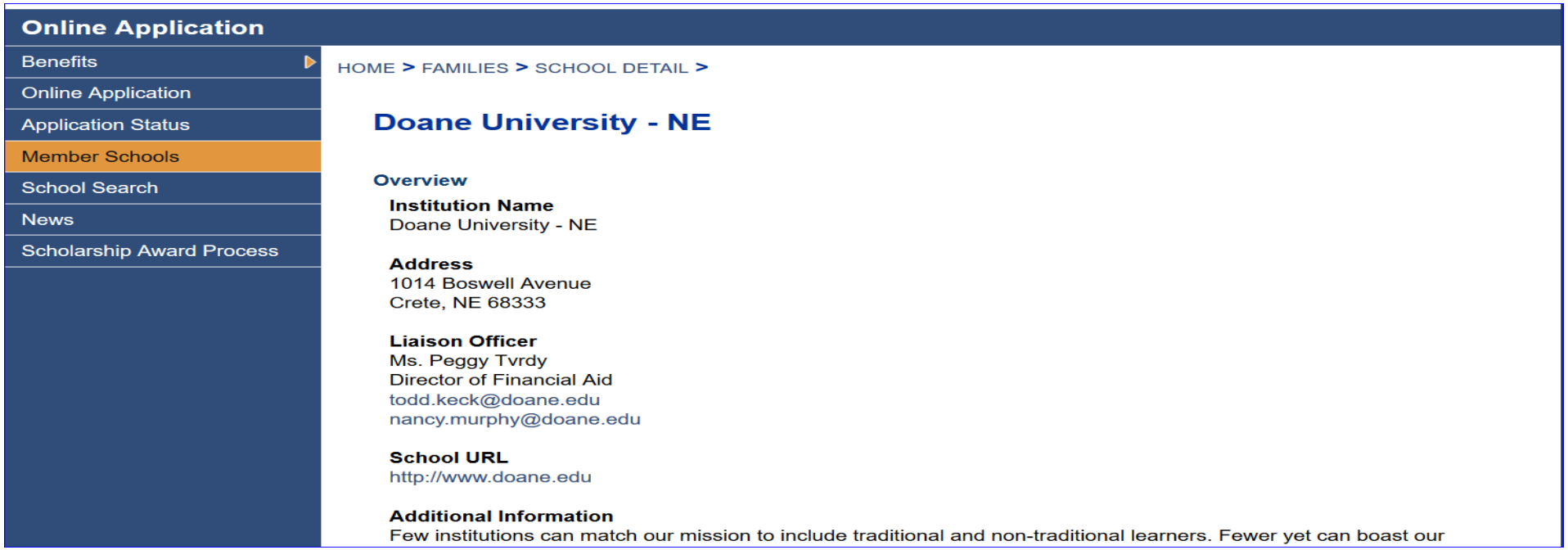
When the parent/applicant clicks on the Online application tab – a page of instructions is presented. Please encourage your families to review them in advance of starting their application.



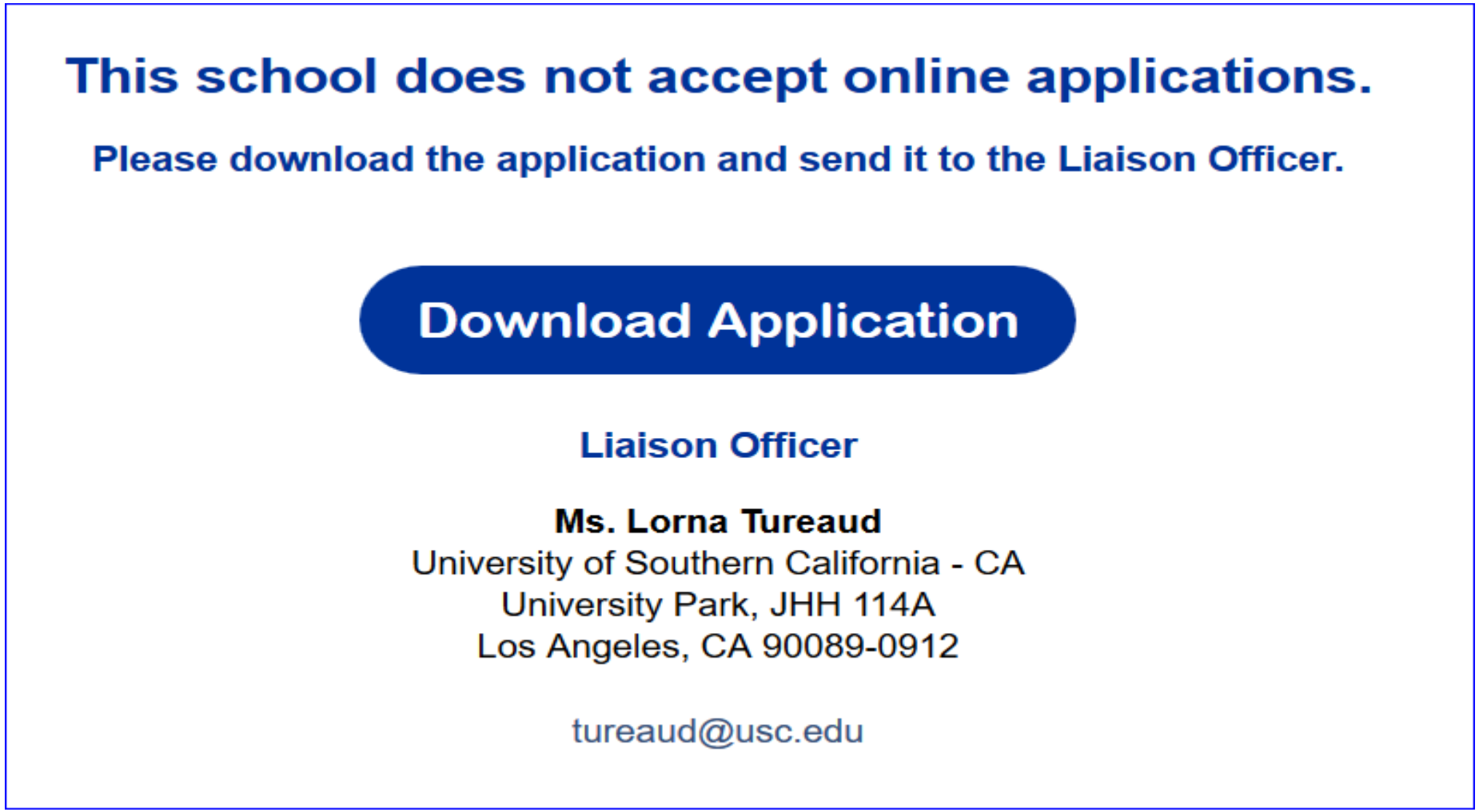
Click here links to the list of school participating in the TE-EZ application format.

If your schools DOES NOT want to participate in the TE-EZ application process, you need to update your Institutional Information section by selecting NO to **accepting online applications**. The default is yes. Be sure to click SUBMIT in order to save your changes.

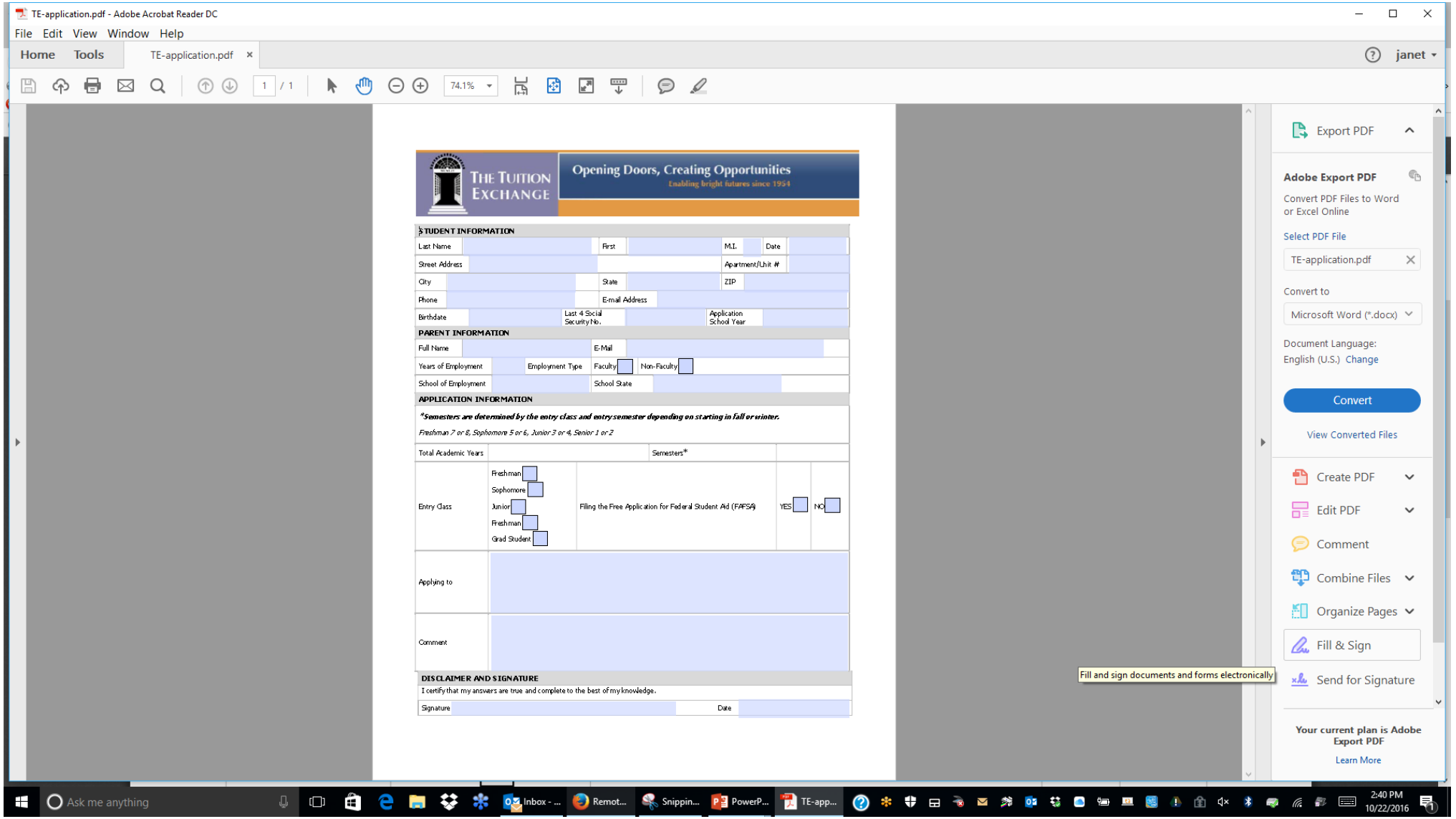
Employees may access the TE-EZ application from the Member School menu option.
If the employee finds the TE-EZ via the School search menu, it is the same TE-EZ application.



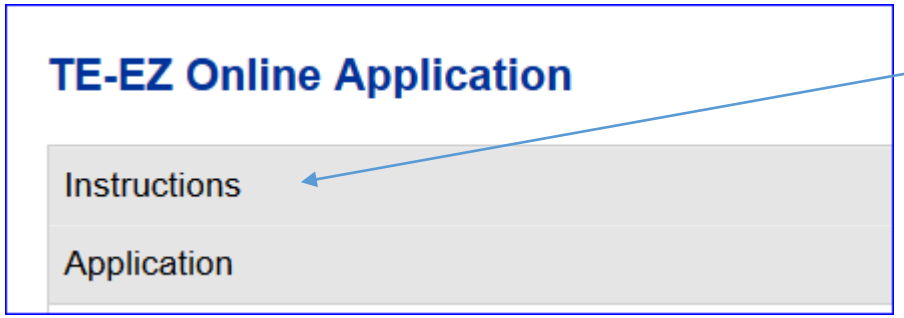
If the employee works for a school that is not accepting the TE-EZ application the following message is displayed.



This is a snap shot of the paper application. It can be complete online and emailed to the TELO or printed, completed and submitted to the TELO TELO's can download this application for full page review.



At the conclusion of the TE-EZ instructions, the Apply Now button is displayed.



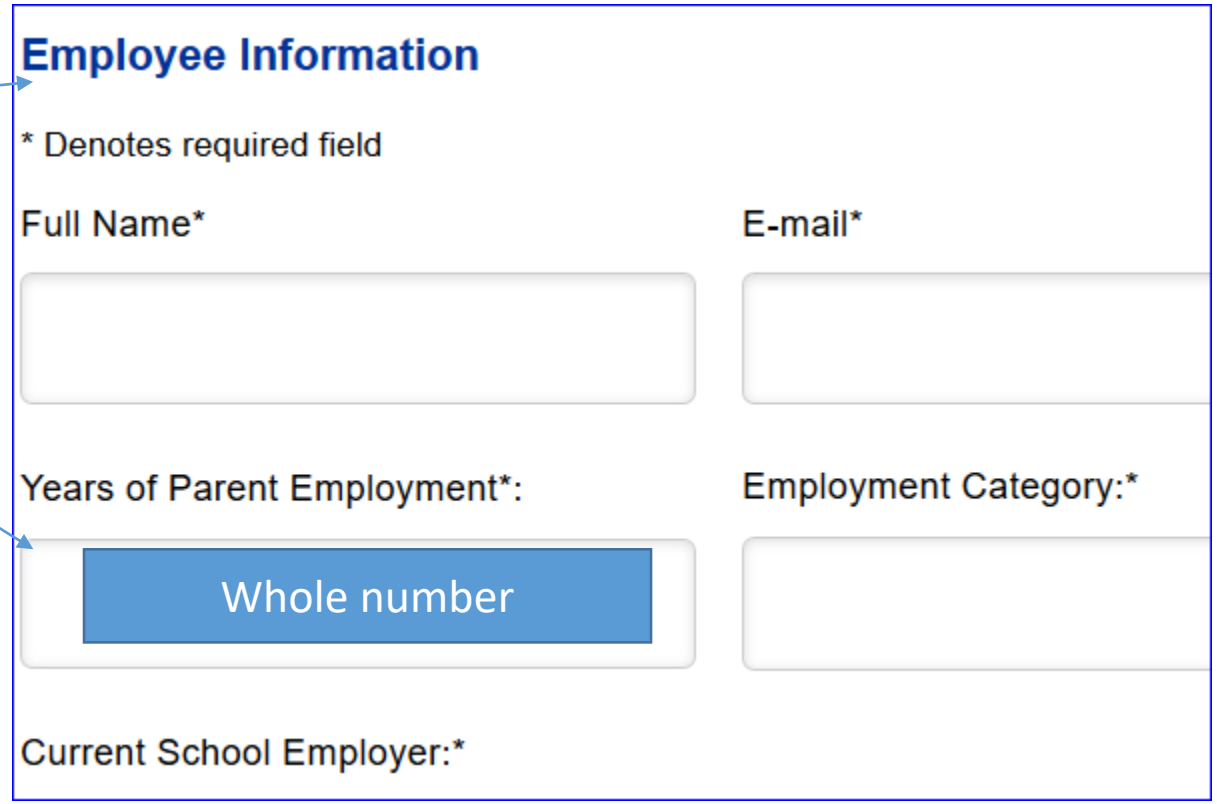
If the applicant has questions they can refer back to the instructions while on the application page.

The application presented is for the NEXT two full academic years.

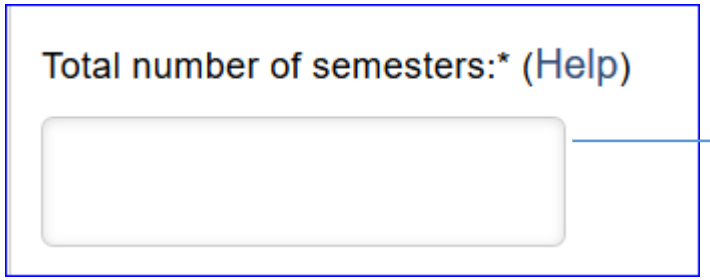
Note a change from parent to Employee information This is to accommodate the graduate student who is also the employee.

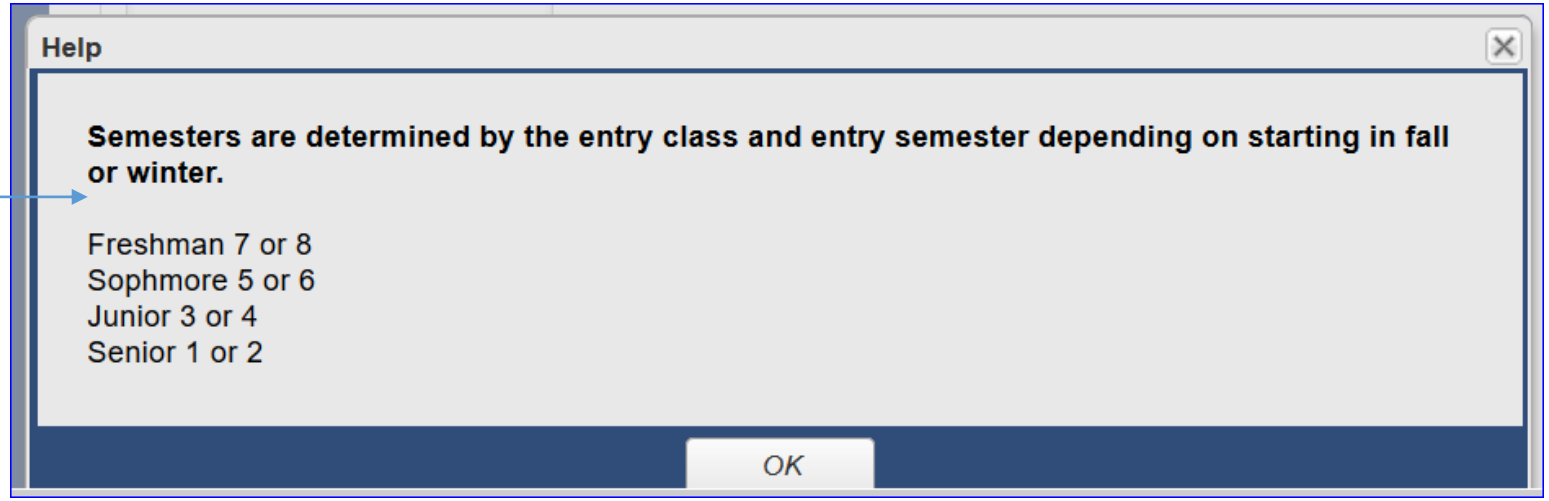
All numbers should be reflect in whole numbers and no words in the number lines.

Each employee must designate their current school employer. Only one school can be designated.

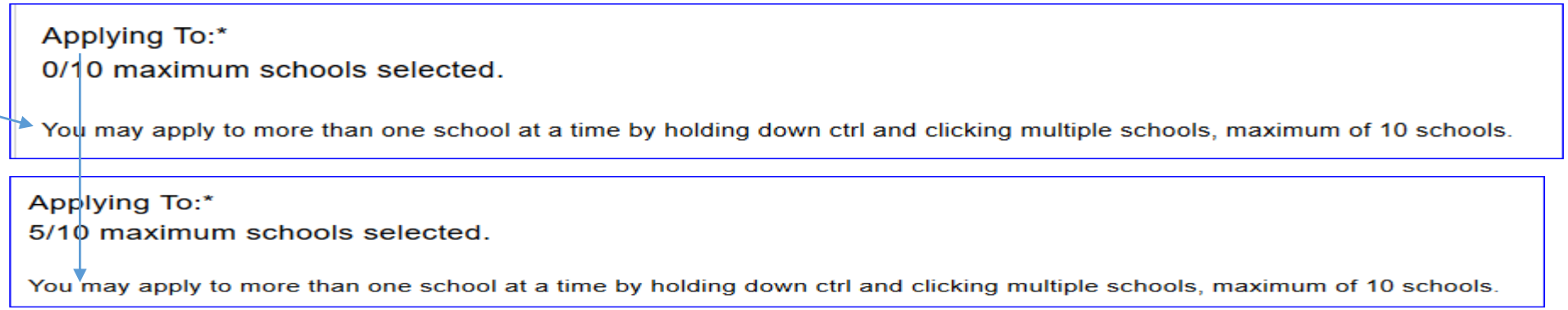


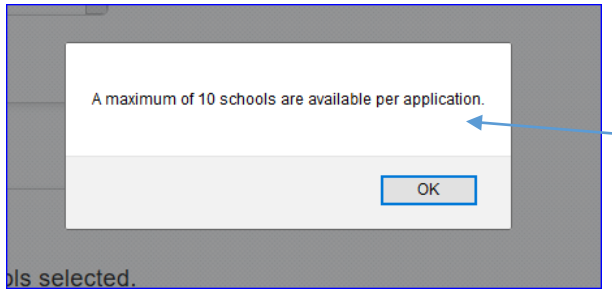
We included a few spots of extra help.





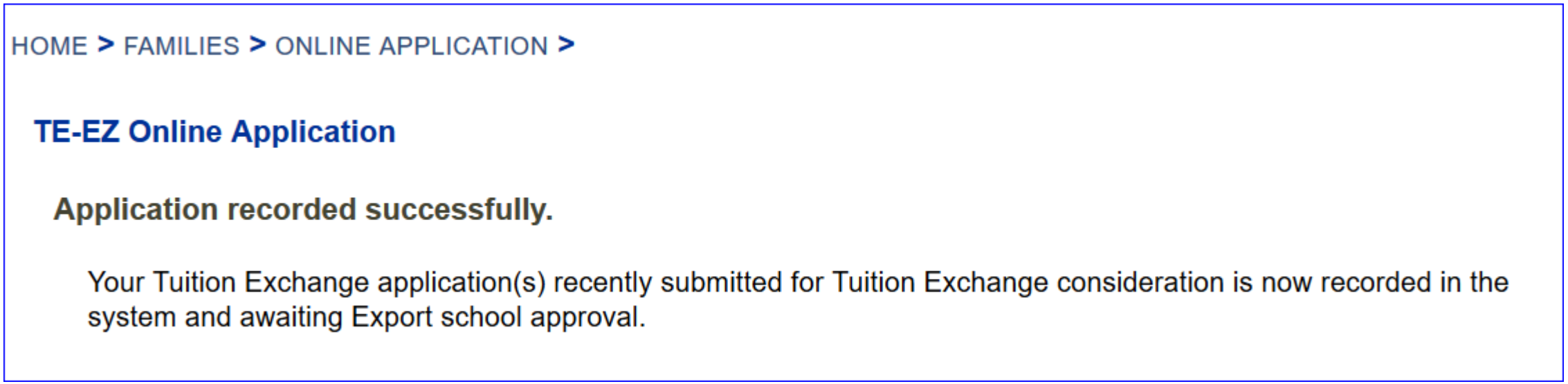
The Applying To* counter counts down and will NOT allow the applicant to enter more than 10 on this application





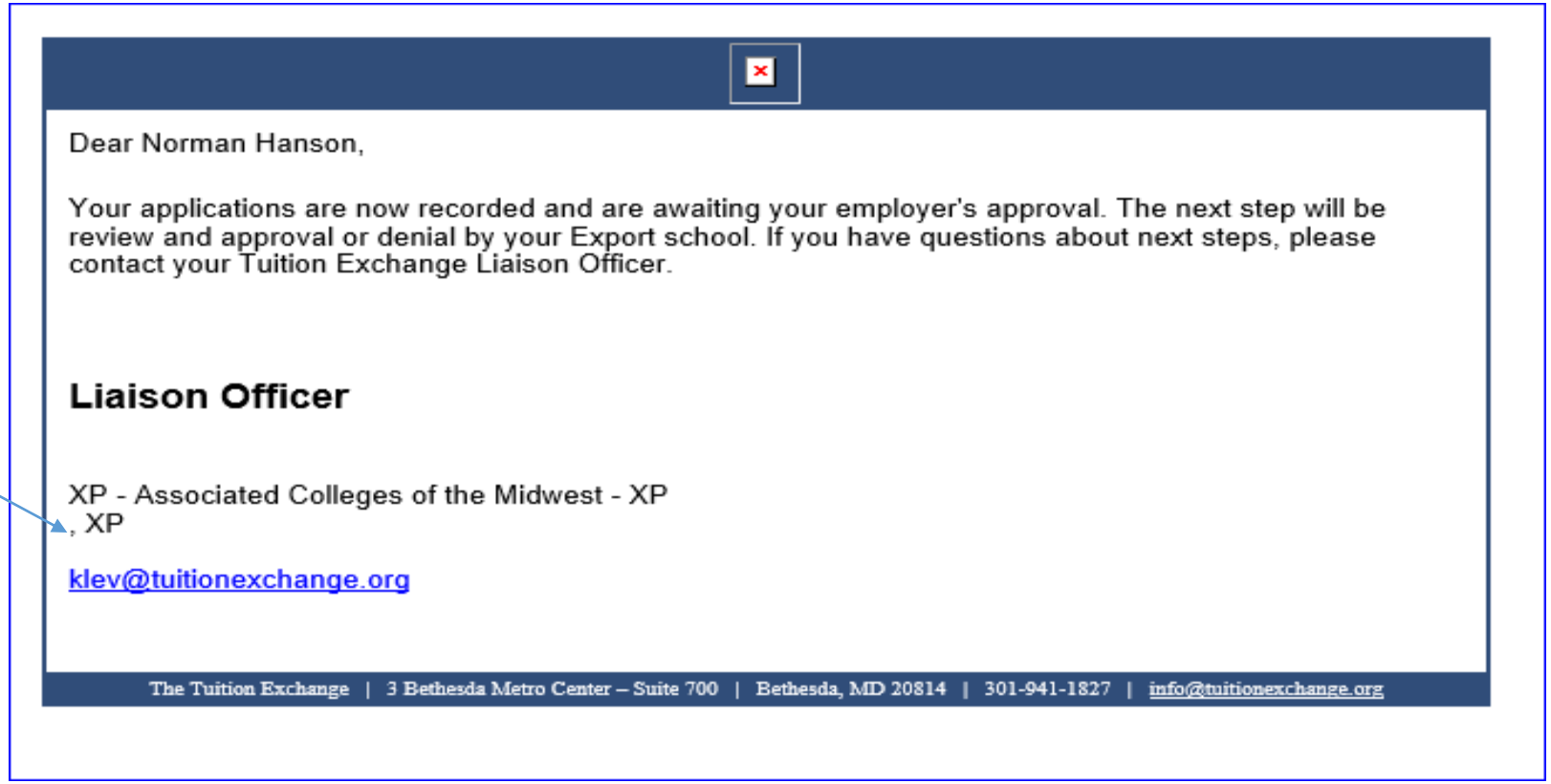
Note if the applicant attempts to enter more than 10 a pop-up occurs.

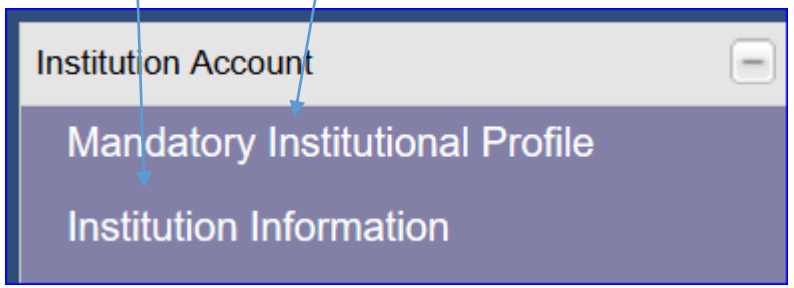
Once the TE-EZ application is completed and the Submit button is clicked – the following on screen messages pops-up.



The employee receives an email that the application is recorded. See slide 7

This is an example of the employer email.
Contact name and email address is provided.
Another excellent reason to maintain your Mandatory and Institutional profiles.





Action Steps by EXPORT TELO
Submitted TE-EZ applications appear here

Exports - Decision Pending

2017 - 2018

Date	Student	TE ID	Imp. Inst	Year	Student Submission	Approved
10/22/2016	Dodson, Janet	5454	XP - Associated Colleges of the South - XP	2017 - 2018	Yes	Awaiting Export School Approval
10/22/2016	Dodson, Janet	5454	XP - Associated Colleges of the Twin Cities - XP	2017 - 2018	Yes	Awaiting Export School Approval
10/22/2016	Dodson, Janet	5454	XP - Association of Jesuit Colleges and Universities - XP	2017 - 2018	Yes	Awaiting Export School Approval
10/22/2016	Dodson, Janet	5454	XP - Association of Presbyterian Colleges and Universities - XP	2017 - 2018	Yes	Awaiting Export School Approval
10/22/2016	Dodson, Janet	5454	XP - Catholic College Cooperative Tuition Exchange - XP	2017 - 2018	Yes	Awaiting Export School Approval
10/22/2016	Dodson, Janet	5454	XP - Council for Christian Colleges and Universities - XP	2017 - 2018	Yes	Awaiting Export School Approval
10/22/2016	Dodson, Janet	5454	XP - Council of Independent Colleges - XP	2017 - 2018	Yes	Awaiting Export School Approval

Exports - Decision Pending						
2017 - 2018						
Date	**Student**	**TE ID**	**Imp. Inst**	**Year**	**Student Submission**	**Approved**
10/22/2016	Dodson, Janet	5454	XP - Associated Colleges of the South - XP	2017 - 2018	Yes	**Awaiting Export School Approval**

Applicants

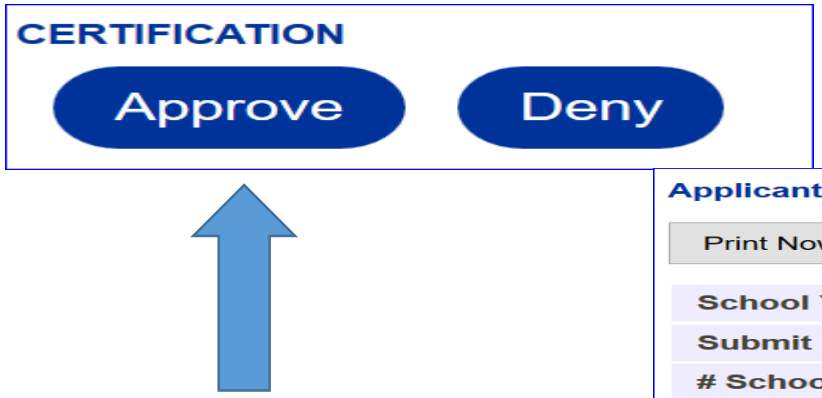
Print Now

This application was submitted by the Parent or Student and must be approved to proceed to the importing school.

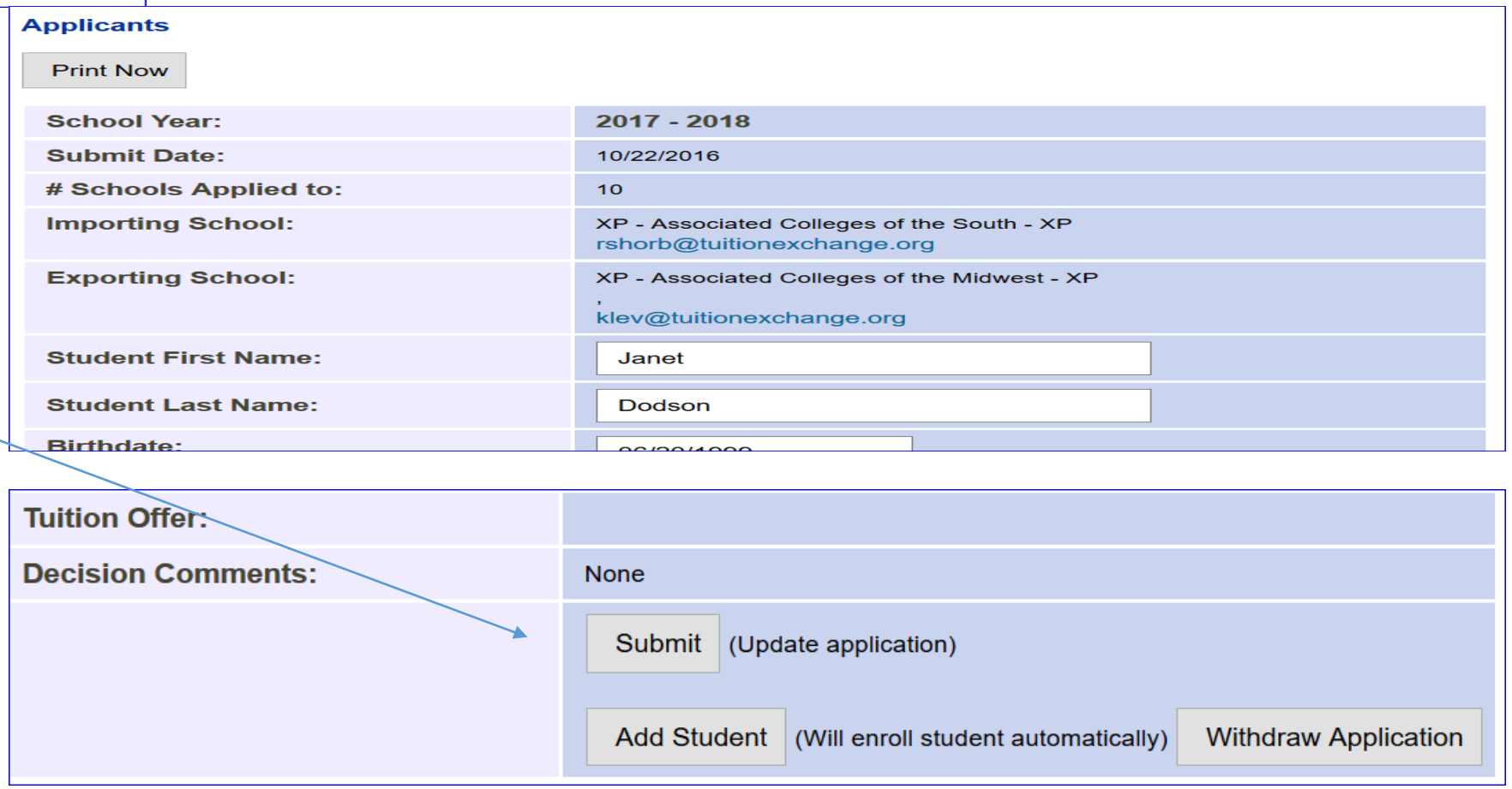
CERTIFICATION

Approve Deny

School Year:	**2017 - 2018**
Submit Date:	10/22/2016
# Schools Applied to:	10
Importing School:	XP - Associated Colleges of the South - XP rshorb@tuitionexchange.org
Exporting School:	XP - Associated Colleges of the Midwest - XP , kley@tuitionexchange.org



Same process –
Click Submit and the
Application moves forward



Once submitted you see
the following screen message

This application status has updated and moved to the Exports- Decision Pending Approved.

Approved in this case means Approved for EXPORT only

Exports - Decision Pending

2017 - 2018

Date	Student	TE ID	Imp. Inst	Year	Student Submission	Approved
10/22/2016	Dodson, Janet	5454	XP - Associated Colleges of the South - XP	2017 - 2018	Yes	Yes

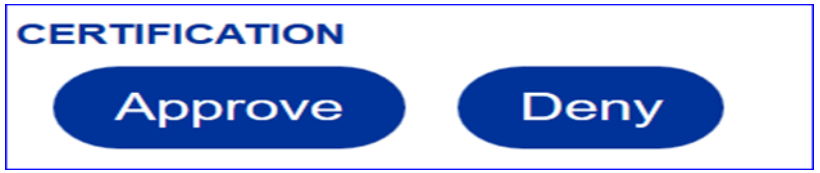
This is an example of the IMPORT school sees once the EXPORT school approves the application. This is NO different than previous actions

Applicants

Imports - Decision Pending

2017 - 2018

Date	Student	TE ID	Exp. Inst	Year
10/22/2016	Dodson, Janet	5454	XP - Associated Colleges of the Midwest - XP	2017 - 2018



Same process –
Click REJECT and the Application STOPS

Application Status:	Rejected
Class:	Freshman
Exporting Comments:	This is a test. 10.22.2016
Enrolled:	☐
Decision:	Rejected
Tuition Offer:	

EXPORT Note where this application moves

Applicants

Exports - Rejected

2017 - 2018

Date	Student	TE ID	Imp. Inst	Year	Student Submission	Approved
10/22/2016	Dodson, Janet	5454	XP - Associated Colleges of the Twin Cities - XP	2017 - 2018	Yes	No

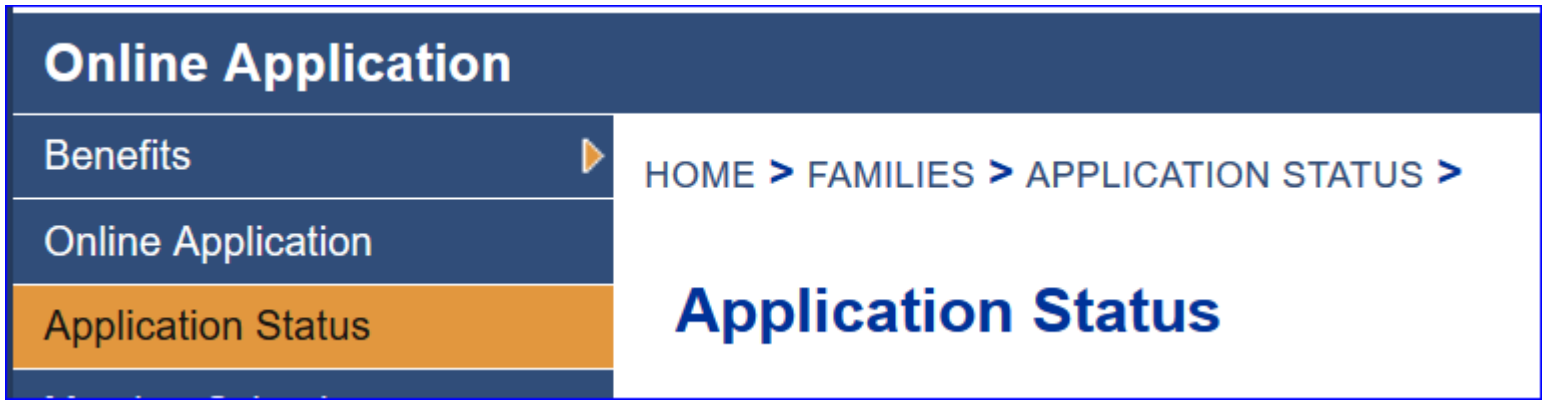
This is what the IMPORT school sees when an application is REJECTED by the EXPORT school.
Import schools should NOT change this status as this the decision of the EXPORT school.

Scholarship Certification & Application

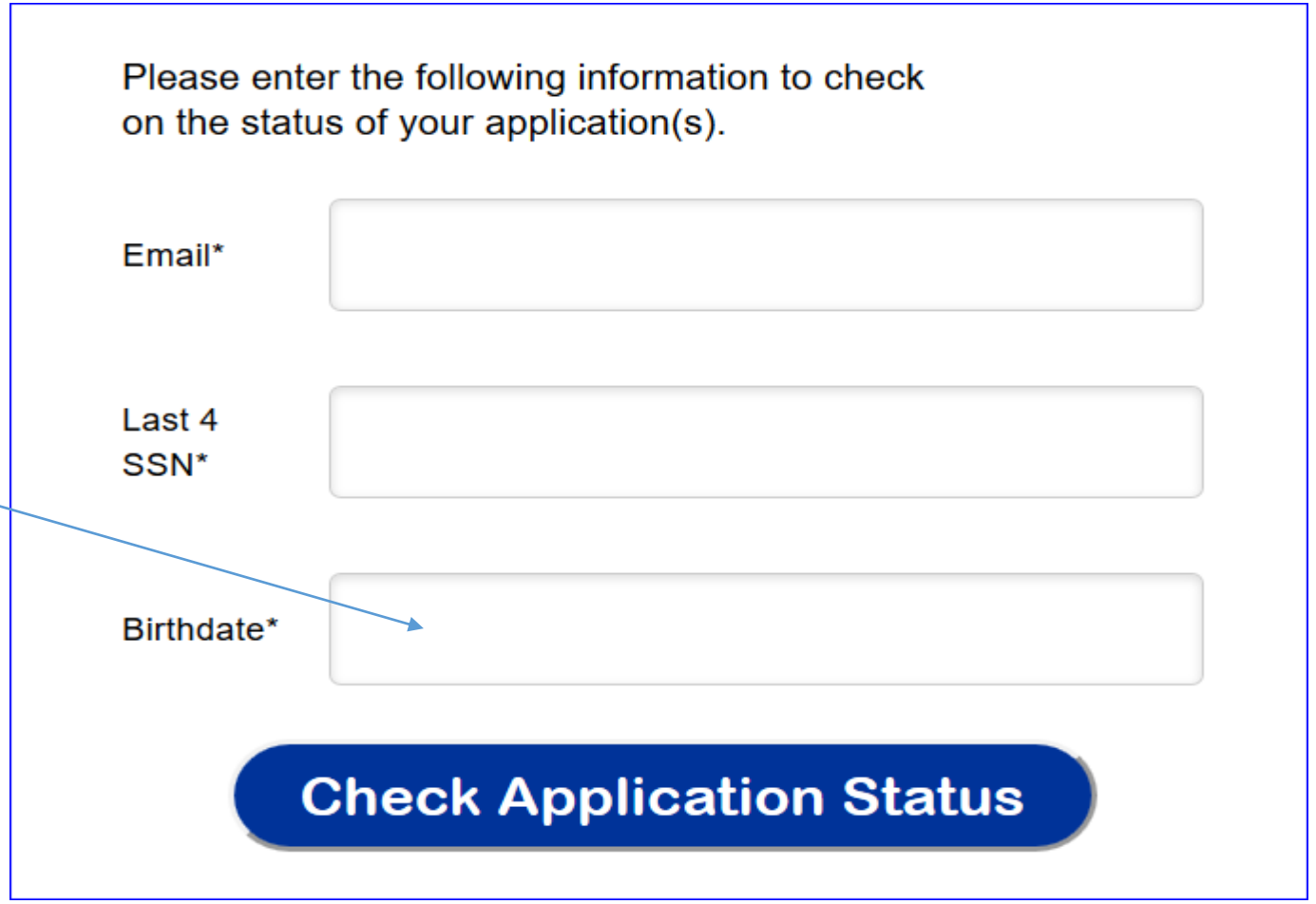
Apply 2017-2018

View Applicants

Application Status:	Rejected
Class:	Freshman
Exporting Comments:	This is a test. 10.22.2016
Decision:*	○ Approved ◉ Denied ○ Wait List ○ Withdrawn



The birthdate must be entered as 00/00/0000



This is what the family will see.

Student	Exporting School	Attending School	Status
Dodson, Janet	XP - Associated Colleges of the Midwest - XP	XP - Associated Colleges of the South - XP	Applying for Admission
Dodson, Janet	XP - Associated Colleges of the Midwest - XP	XP - Associated Colleges of the Twin Cities - XP	Application Denied
Dodson, Janet	XP - Associated Colleges of the Midwest - XP	XP - Association of Jesuit Colleges and Universities - XP	Awaiting Export School Approval

As the status updates occur with the TE-EZ application the STATUS will change on this screen based on the action taken by the EXPORT school.
The application status for Admissions will not update.