

# Using the TE- EZ Application



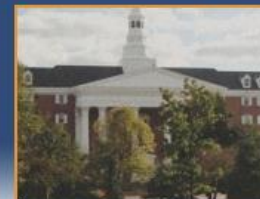
## About TE

Meet the TE Staff  
Contact TE  
Tuition Exchange Board of Directors  
By the Numbers



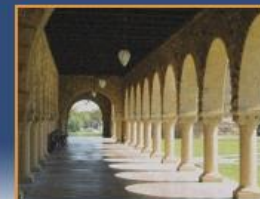
## Families

Online Application  
Benefits  
Member Schools  
School Search  
News  
Scholarship Award



## Liaison Officers

TELO Login  
TELO  
Benefits  
Training Calendar



## Prospective Membership

Benefits  
News



## Member Resources

Board Portal Login  
TELO Only Resources Login  
TE Central Admin Logon

# 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

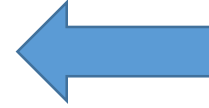
TE-EZ application e-mails

The **Approval message** is:

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



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](http://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.

Not all schools allow online applications, if your school is not listed you may need to submit an application directly to the Liaison Officer available on the school's detail page. For full list of schools and links to their detail page [click here](#).

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

### School Info

Accepting new students? Yes  No

Accepting online applications? Yes  No

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.

Online Application	
Benefits	HOME > FAMILIES > SCHOOL DETAIL >
Online Application	
Application Status	
Member Schools	<b>Doane University - NE</b>
School Search	<b>Overview</b>
News	<b>Institution Name</b> Doane University - NE
Scholarship Award Process	<b>Address</b> 1014 Boswell Avenue Crete, NE 68333
	<b>Liaison Officer</b> Ms. Peggy Tvrdy Director of Financial Aid todd.keck@doane.edu nancy.murphy@doane.edu
	<b>School URL</b> <a href="http://www.doane.edu">http://www.doane.edu</a>
	<b>Additional Information</b> Few institutions can match our mission to include traditional and non-traditional learners. Fewer yet can boast our

[Apply to this school for Tuition Exchange](#)

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

**This school does not accept online applications.**

**Please download the application and send it to the Liaison Officer.**

**Download Application**

**Liaison Officer**

**Ms. Lorna Tureaud**

University of Southern California - CA

University Park, JHH 114A

Los Angeles, CA 90089-0912

tureaud@usc.edu

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.

The screenshot displays the Adobe Acrobat Reader DC interface with a PDF application form open. The form is titled "THE TUITION EXCHANGE" and "Opening Doors, Creating Opportunities". It is divided into three main sections: Student Information, Parent Information, and Application Information. The Student Information section includes fields for Last Name, First, M.I., Date, Street Address, Apartment/Unit #, City, State, ZIP, Phone, and E-mail Address. The Parent Information section includes fields for Full Name, E-Mail, Years of Employment, Employment Type (Faculty/Non-Faculty), and School of Employment. The Application Information section includes a note about semesters, a table for Total Academic Years and Semesters\*, and a section for Filing the Free Application for Federal Student Aid (FAFSA). The right sidebar shows the Adobe Export PDF tool, which allows users to convert PDF files to Word or Excel Online. The bottom of the screen shows the Windows taskbar with various open applications and the system clock.

STUDENT INFORMATION	
Last Name	First
Street Address	Apartment/Unit #
City	State
Phone	E-mail Address
Birthdate	Last 4 Social Security No.
	Application School Year

PARENT INFORMATION	
Full Name	E-Mail
Years of Employment	Employment Type
School of Employment	School State

APPLICATION INFORMATION	
*Semesters are determined by the entry class and entry semester depending on starting in fall or winter.	
Freshman 7 or 8, Sophomore 5 or 6, Junior 3 or 4, Senior 1 or 2	
Total Academic Years	Semesters*
Entry Class	Filing the Free Application for Federal Student Aid (FAFSA)
	YES NO

Applying to

Comment

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

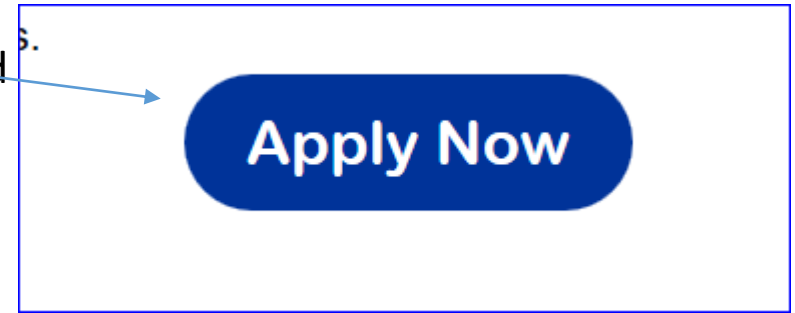
Signature Date



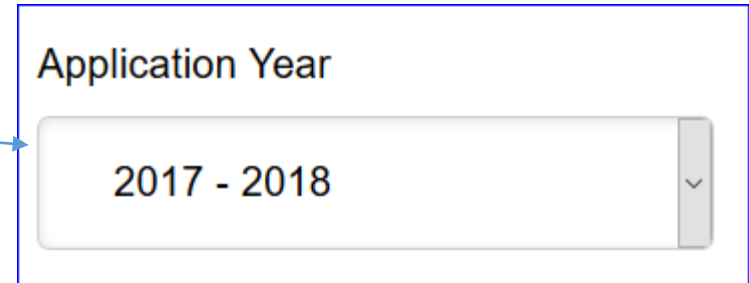
At the conclusion of the TE-EZ instructions, the Apply Now button is displayed.



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.

### Employee Information

\* Denotes required field

Full Name*	E-mail*
<input type="text"/>	<input type="text"/>
Years of Parent Employment*:	Employment Category:*
<input type="text" value="Whole number"/>	<input type="text"/>
Current School Employer:*	

We included a few spots of extra help.

Total number of semesters:\* (Help)

**Help**

**Semesters are determined by the entry class and entry semester depending on starting in fall or winter.**

Freshman 7 or 8  
Sophomore 5 or 6  
Junior 3 or 4  
Senior 1 or 2

OK

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

**Applying To:\***  
0/10 maximum schools selected.

You may apply to more than one school at a time by holding down ctrl and clicking multiple schools, maximum of 10 schools.

**Applying To:\***  
5/10 maximum schools selected.

You may apply to more than one school at a time by holding down ctrl and clicking multiple schools, maximum of 10 schools.

A maximum of 10 schools are available per application.

OK

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.

HOME > FAMILIES > ONLINE APPLICATION >

## **TE-EZ Online Application**

### **Application recorded successfully.**

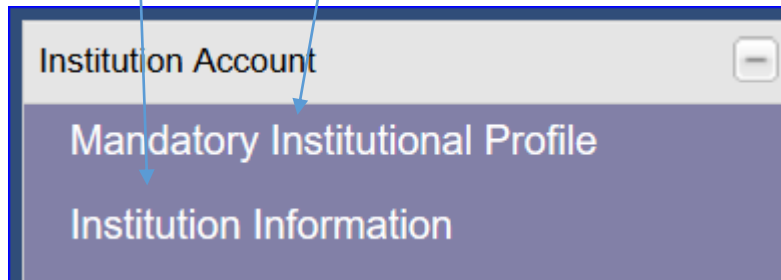
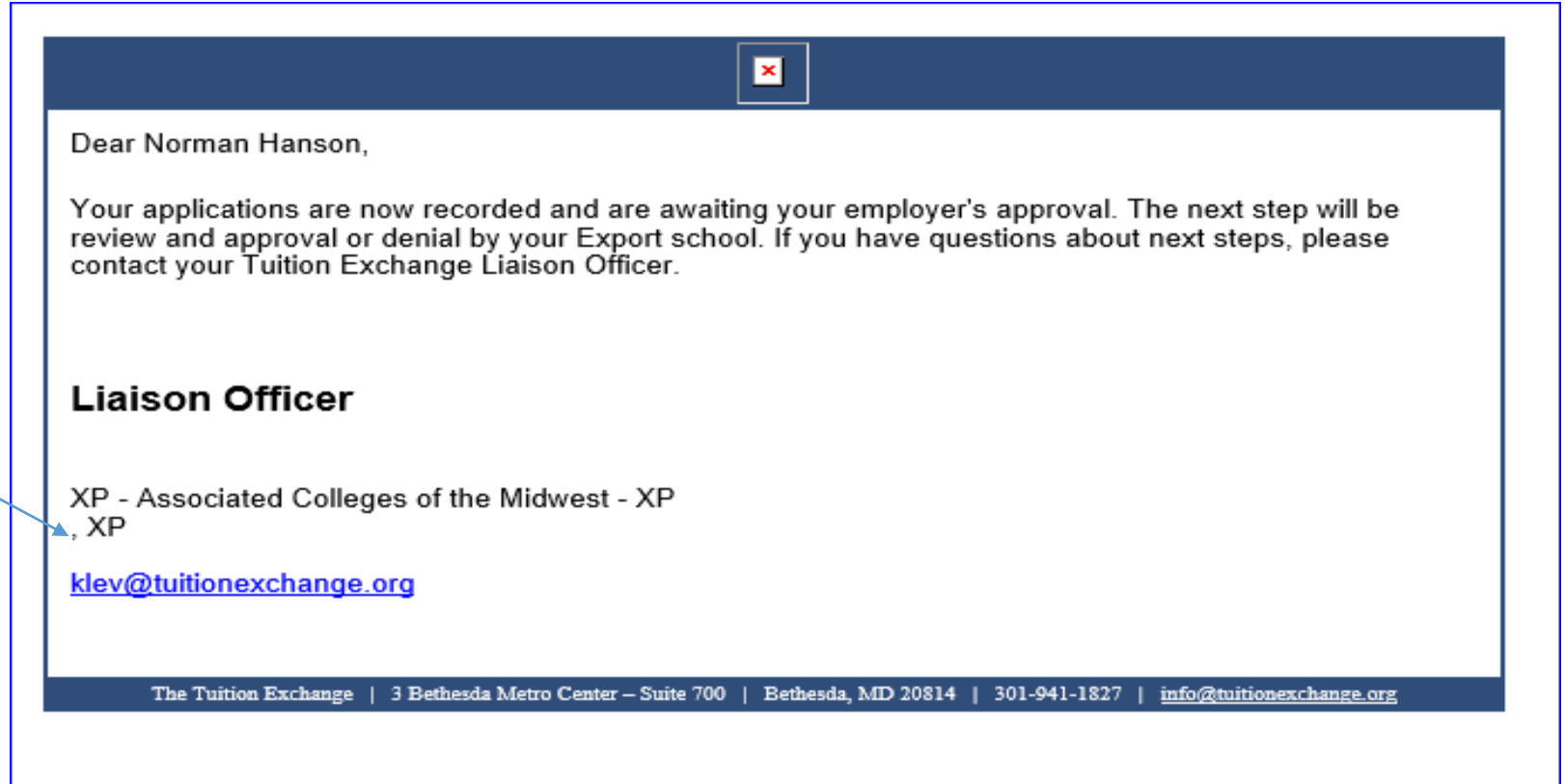
Your Tuition Exchange application(s) recently submitted for Tuition Exchange consideration is now recorded in the system and awaiting Export school approval.

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

Scholarship Certification & Application  
 Apply 2017-2018  
 View Applicants

Scholarship Recertification of Eligibility  
 Annual Report | View Submissions

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 <a href="mailto:rshorb@tuitionexchange.org">rshorb@tuitionexchange.org</a>
Exporting School:	XP - Associated Colleges of the Midwest - XP , <a href="mailto:klev@tuitionexchange.org">klev@tuitionexchange.org</a>



**CERTIFICATION**

Approve

Deny



Same process –  
Click Submit and the  
Application moves forward

**Applicants**

Print Now

<b>School Year:</b>	2017 - 2018
<b>Submit Date:</b>	10/22/2016
<b># Schools Applied to:</b>	10
<b>Importing School:</b>	XP - Associated Colleges of the South - XP <a href="mailto:rshorb@tuitionexchange.org">rshorb@tuitionexchange.org</a>
<b>Exporting School:</b>	XP - Associated Colleges of the Midwest - XP <a href="mailto:klev@tuitionexchange.org">klev@tuitionexchange.org</a>
<b>Student First Name:</b>	<input type="text" value="Janet"/>
<b>Student Last Name:</b>	<input type="text" value="Dodson"/>
<b>Birthdate:</b>	<input type="text" value="06/22/1999"/>

<b>Tuition Offer:</b>	
<b>Decision Comments:</b>	None
	<input type="button" value="Submit"/> (Update application)
	<input type="button" value="Add Student"/> (Will enroll student automatically) <input type="button" value="Withdraw Application"/>

Once submitted you see  
the following screen message

**Applicants**

→ Update Successful

[Back to List](#)



Scholarship Certification & Application

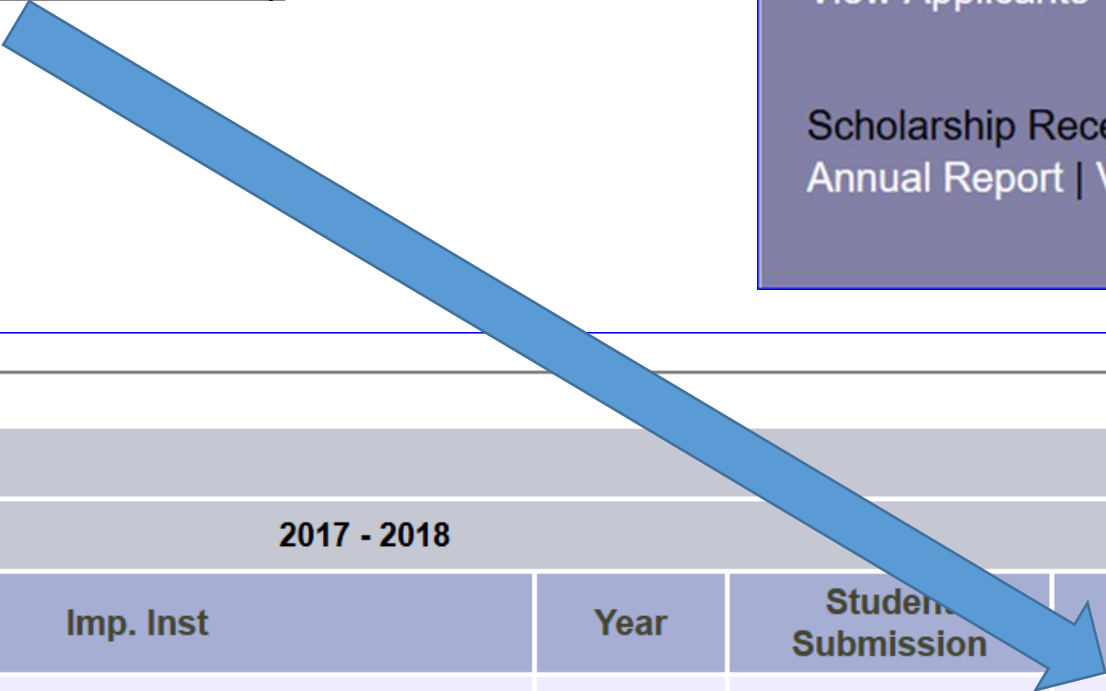
Apply 2017-2018

View Applicants

Scholarship Recertification of Eligibility  
Annual Report | View Submissions

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

<b>Applicants</b>				
Imports - Decision Pending				
<b>2017 - 2018</b>				
<b>Date</b>	<b>Student</b>	<b>TE ID</b>	<b>Exp. Inst</b>	<b>Year</b>
10/22/2016	Dodson, Janet	5454	XP - Associated Colleges of the Midwest - XP	2017 - 2018

**CERTIFICATION**

Approve

Deny



<b>Application Status:</b>	Rejected
<b>Class:</b>	Freshman
<b>Exporting Comments:</b>	This is a test. 10.22.2016
<b>Enrolled:</b>	<input type="checkbox"/>
<b>Decision:</b>	Rejected
<b>Tuition Offer:</b>	

Same process –  
Click REJECT and the Application  
STOPS

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

10/22/2016

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

<b>Application Status:</b>	Rejected
<b>Class:</b>	Freshman
<b>Exporting Comments:</b>	This is a test. 10.22.2016
<hr/>	
<b>Decision:*</b>	<input type="radio"/> Approved <input checked="" type="radio"/> Denied <input type="radio"/> Wait List <input type="radio"/> Withdrawn

# Online Application

Benefits



HOME > FAMILIES > APPLICATION STATUS >

Online Application

Application Status

## Application Status

Please enter the following information to check on the status of your application(s).

Email\*

Last 4  
SSN\*

Birthdate\*

**Check Application Status**

The birthdate must be entered  
as 00/00/0000



This is what the family will see.



Student	Exporting School	Attending School	Status
<b>Dodson, Janet</b>	XP - Associated Colleges of the Midwest - XP	XP - Associated Colleges of the South - XP	Applying for Admission
<b>Dodson, Janet</b>	XP - Associated Colleges of the Midwest - XP	XP - Associated Colleges of the Twin Cities - XP	Application Denied
<b>Dodson, Janet</b>	<u>XP - Associated</u> <u>Colleges of the Midwest -</u> <u>XP</u>	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.