

2019-20 End of Year Tuition Exchange Reminders



1. Make sure all your eligible continuing student EXPORTS are recertified.

Enrollment Report

Exports

Clear to the right – is the word RECERTIFIED? All are great See purple star.

If the word is RECERTIFY – click and follow the prompts. See green checkmark

Exports for 2019-2020							
Name	TE ID	Imp. Inst.	Start Date	Exp. Date	Semesters Remaining	EI3 for 2019-2020	Re-certify 2020-2021
Dog, Bob	1234	College Two	9/1/2019	6/1/2023	7	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certified 
Dog, Sissy	4321	College Three	9/1/2019	6/1/2023	7	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify 
Greek, Brother	2341	College One	1/1/2018	1/1/2022	4	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certified
Jones, Donald	1234	College One	9/1/2019	6/1/2023	7	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certified
Jones, Margie	1234	College Two	9/1/2018	6/1/2020	1	Yes <input type="radio"/> No <input checked="" type="radio"/>	n/a
Student, Silly	1234	College One	1/1/2017	6/1/2021	3	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certified

6 Exports(s)

2. Make sure all your continuing student IMPORTS expiration date is correct.

Enrollment Report

Imports

Imports for 2019-2020						
Name	TE ID	Exp. Inst.	Start Date	Exp. Date	Semesters Remaining	
Cat, Missy	2525	College Two	9/1/2019	6/1/2023	7	

1 Import(s)

If the student is no longer enrolled, IMPORT schools click on the student's name, then again, scroll to the bottom and click on the correct option. If the expiration date needs to be in the future, please email Janet with the student's TE ID and the updated date.

Drop at the end of last semester would be Fall, 2019, and Drop at the end of this semester is Spring, 2020.

3. If an employee is no longer considered eligible, EXPORT schools click on the student's name, then again, scroll to the bottom and click on the student's name, and again, scroll to the bottom and click on the correct option. EXPORT school, please email the Import TE Liaison Officer with this update.

Drop at the end of last semester would be Fall, 2019, and Drop at the end of this semester is Spring, 2020.

4. Is your school an E/I 3 school? Not sure? Check on your TE portal page.



If you are an E/I 3 school, be sure to select three NEW students as E/I 3 students to ensure your proper 19-20 credit. The system will only allow you to choose a maximum of three students annually. See green

checks.

The newest selected students are listed on your current Enrollment Report.

Export/Import 3 (E/I) Export Credits 2019-2020:

-6 (3 Students)

E/I 3 Students

5. IMPORT Funding continuing students for 20-21.

Continuing students approved by their EXPORT employer are available for 20-21 funding. The student applications are available inside your TE portal in the Application section, View. Once spring grades are reviewed, and continuing eligibility is confirmed, IMPORT TE Liaison Officers need to fund the eligible students.

Date	Student	TE ID	Exp. Inst	Year
07/10/2019	[REDACTED]	[REDACTED]	[REDACTED]	2020-2021
09/26/2019	[REDACTED]	[REDACTED]	[REDACTED]	2020-2021

Date	Student	TE ID	Imp. Inst	Year
04/01/2020	[REDACTED]	[REDACTED]	Brake University of A	2020 - 2021

Scholarship Amount:*	<input type="text" value="Enter Tuition or Set-rate"/>	Must be a number
Years:*	<input type="text" value="4"/>	
Approved:*	<input type="radio"/> Yes <input type="radio"/> No	
Comments:	<input type="text" value="Just a quick note – shared between TELO's only"/>	
	<input type="button" value="Submit"/>	

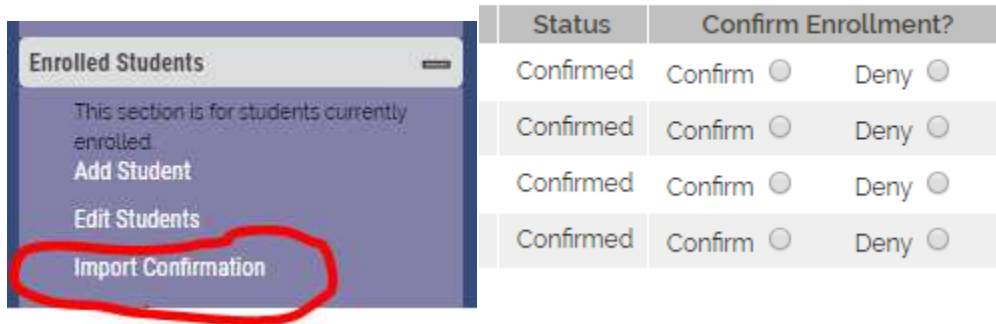
Yes if eligible

If the student is **not returning or no longer eligible** at the IMPORT school, enter a scholarship amount of 0, years of 0, and select NO. In the comment section, add a quick note.

Imports - New Continuing Forms – This means the IMPORT application is ready for funding.

Export – New Continug Forms – This means the EXPORT application has been recertified.

6. Please make sure your Financial Aid Office has confirmed your current 2019-20 Imports.



Once the FAO has reviewed the report and clicks confirm the status will display as confirmed. If the FAO has not reviewed the report, the status will show as Not Yet Confirmed. The radio button does not hold – however, the status updates.

If the FAO needs login details, please email Janet.

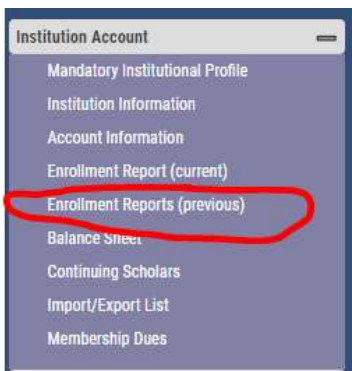
Confirm Import Student Enrollment

(Instructions)

Student Name	TE ID	Exp. Inst.	Imp. Inst.	Status	Confirm Enrollment?
Cat, Missy	2525	College Two	College Four	Not Yet Confirmed	Confirm <input type="radio"/> Deny <input type="radio"/>

DENY is used only in the case the student never enrolled and/or did not receive a TE scholarship at any time during the 2019-20 academic year.

7. Enrollment Report and Balance Sheets. You now have access to the most recent five years of Enrollment Reports and Balance Sheets. This option does not mean you should not also print and save an end of the year copy. As student records are modified, previous year records can change too.



One final reminder, as new students, accept or deny their TE scholarships, the Import school will confirm the student's record is marked APPROVED. DO NOT CLICK THE ENROLLED BUTTON UNTIL FALL. If the student denies your IMPORT offer, the Import school selects deny.

If the family updates the EXPORT school sharing, the student is no longer interested in X school. The EXPORT schools WITHDRAW the student. Only Export schools can withdraw exports, and only Imports can deny imports.

9. Please make sure your Participation Fees are paid in full. To do so, open your current year's Enrollment Report, scroll to the bottom and click submit. A new Participation Fee invoice appears. If the Balance Due is 0.00 as you see below, all is good. If the Balance Due shows money due, please pay immediately. Late fees are not able to be waived. If you have questions about the invoice, please contact Kristine directly at klev@tuitionexchange.org

The Tuition Exchange, Inc.
Participation Fees Invoice for 2019-2020 Academic Year
Due Upon Receipt

Jan Hanson
TELO
College Four
Four Street
Four, NE 12345-1234

Fee Type	Amount	
Participation Fees	\$240.00	(6 exported students)
Double Credit Participation Fees	\$0.00	(0 double credit students)
Fees Paid	\$240.00	
Balance Due	\$0.00	

That's all folks! Please stay healthy!

Janet