**Suggestion Tuition Exchange Annual Calendar**

**Fall Semester**

**September** – *Import schools* click the Enrolled box for all new Imports*. Export schools* click ADD Student when you receive the email message. Make sure all continuing students show on your Enrollment Report. Submit your Enrollment Report and pay your Participation Fees once your Enrollment Report is considered complete. Participation Fee payment is due upon receipt, and late fees will be added if not paid in full by Oct 15.

**October** –Host employee informational sessions; begin reviewing new applications.

**November** – continue to approve eligible TE export EZ apps or add eligible export apps, and share Import app details with Admissions.

**December** – continue to approve eligible TE export requests; share Imports app details; review your Enrollment Report for correctness.

**Spring Semester**

**January** – Review your Enrollment Report for correctness and update as needed. Inform New EXPORT applicants about TE-GO opportunities.

**February** – Continuing student Re-certification opens February 15. Review and approve or deny NEW Imports TELOs submit TE-GO nominations.

**March** - Maintain positive communication with Financial Aid, Admissions, and imports.

**April** – Finalize import decisions; respond to TE Central’s May 1 space available survey.

**Summer Tasks**

**May** – Confirm all import decisions are up-to-date and Export students are Re-certified.

**June** – Export schools confirm all eligible students are re-certified; Import schools confirm continuing student eligibility; update Enrollment Report, make sure continuing student EXPIRATION Dates are correct; print the final Enrollment Report. Membership Dues invoices are emailed to the primary and backup TELOs and Invoice contact if provided. review and update your Mandatory Institutional Profile. Review your TE guidelines, update, publish, and communicate any guideline changes with employees.

**July** – Import schools confirm continuing students are enrolled for next term and new import students are scheduled to enroll; Submit Annual membership dues paid no later than July 15. Late fees will be added beginning September 1.

**August** – Review Import and Export Applications confirming all new Import TE student decisions reflect the correct status. Import schools click the Enrolled box for all newly enrolled Imports. Review the Enrollment Report to confirm that all continuing students are listed.