




A How-to Guide for
Completing your 2023-2024
Enrollment Report

The initial Enrollment Report completion date is

September 30

Institution Account

- Mandatory Institutional Profile
- Institution Information
- Account Information
- Enrollment Report (current) ✓
- Enrollment Reports (previous)
- Balance Sheet
- Continuing Scholars
- Import/Export List
- Membership Dues



The Tuition Exchange, Inc.
Report for 2023-2024 Academic Year
Enrollment Report
August 15, 2023

Janet Hanson
TELO
SAMPLE Exchange
Exchange Street
Exchange City, NE 12345 -1234

Instructions for the 2023-2024 Academic Year

Make sure you are working with the 2023-2024 Enrollment Report.

Add new students by [clicking here](#)

Imports for 2023-2024					
Name	TE ID	Exp. Inst.	Start Date	Exp. Date	
Alegre, Joseph	0000	SAMPLE Exchange	9/1/2021	6/1/2025	
Hanson, Missy	1234	College Four	9/1/2020	6/1/2024	
Letts bad add, James E	3333	SAMPLE Exchange	9/1/2022	6/1/2026	
McNary, Morgan M	6666	College Four	9/1/2021	6/1/2025	
Nix, Mary Gara W	7777	College Four	9/1/2021	6/1/2025	
Pate Student never enrolled at CUNE, Gavin M	7777	College Four	9/1/2022	6/1/2026	
6 Import(s)					

Pay Attention to the section titles – Imports are students attending your school.

Review every student's expiration date – is the date correct? TELOs can update the expiration date within this year.

If the student DID NOT return for the Fall term – Drop Student at End of Last Semester.

If the student informs you, he will graduate early or not return for the Spring term – Drop Student at End of This Semester.

Any other expiration date changes require TE Admin assistance. Email Janet or Suzanne with the following details: Student's name, TEID, Import School and Export School.

If extending the graduation date, include confirmation that you have conferred with the other school, and all agree that the expiration date can be extended.

If the first name is missing or says UNKNOWN, update the record to reflect the student's correct first time.

If a student appears as both an IMPORT and EXPORT – the Import school added the student. Only EXPORT schools can add the student to the Enrollment Report.

Enrollment Report Directions for **Import School** New Student Adds

The screenshot shows a navigation menu with three items: 'Institution Account', 'Enrolled Students', and 'Applications'. The 'Applications' item is highlighted with a green checkmark and a minus sign. Below the menu, there is a section titled 'Scholarship Certification & Application Application' with two sub-items: 'Export Applications (new)' and 'Import Applications (new)'. The 'Import Applications (new)' item is also highlighted with a green checkmark.

Import schools select Import Applications (new) Approved 2023-2024.

The grouping below shows what students have been approved for TE scholarships and what students still have pending decisions. Unless the date of the student's application is very recent or you are aware that the application is for Spring 2024, **deny** all the decision pending applications.

The screenshot shows a table with the following data:

2023-2024	
Approved 2023 - 2024	✓
Decision Pending 2023 - 2024	✓
Withdrawn 2023 - 2024	

After school begins at the IMPORT school, the approved students who enroll, move into student housing, and attend classes, should be marked as **Enrolled** by the IMPORT school. Once the IMPORT school clicks the enrolled box, click update.

Decision:*	<input type="radio"/> No Decision <input checked="" type="radio"/> Approved <input type="radio"/> Denied <input type="radio"/> Wait List <input type="radio"/> Withdrawn
Comments:	<div style="border: 1px solid #ccc; height: 60px;"></div>
Enrolled:	<input type="checkbox"/>
	<input type="button" value="Update"/> (Update application)
	<input type="button" value="Delete"/> (Delete application)

The record moves from Approved to Enrolled 2023-2024 for the Import school.

2023-2024

Enrolled 2023 - 2024 

Approved 2023 - 2024

Rejected 2023 - 2024

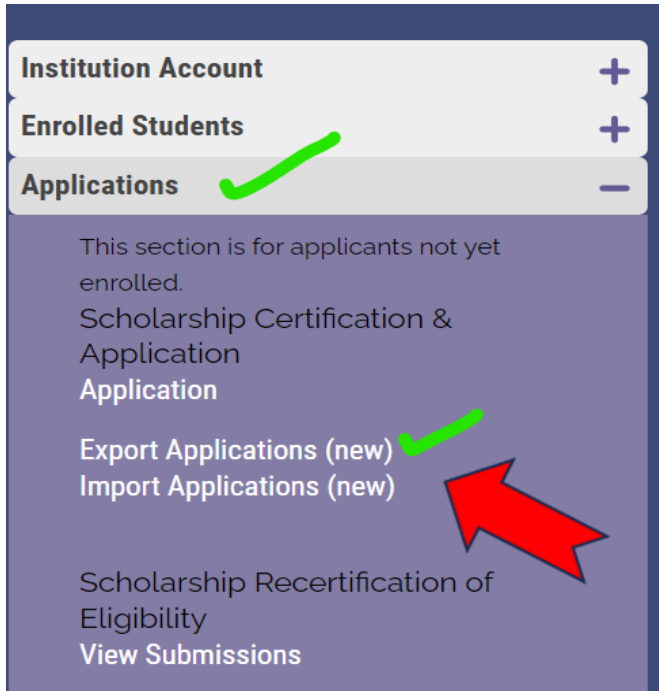
Withdrawn 2023 - 2024

There is nothing more for the IMPORT school to do.

The student **will not appear** on the Enrollment Report until the EXPORT school adds the student. All schools have until September 30th to complete the initial report.

Import schools never add a student to the enrollment report. Only Export schools can add a student.

Enrollment Report Directions for EXPORT School New Student Adds



Export schools select Export Applications (new) To Be Enrolled 2023-2024.

The grouping below shows what students have Enrolled with an approved TE scholarship, approved students not yet enrolled, and those still in decision pending. Unless the date of the student's application is very recent or you are aware that the application is for Spring 2024, **withdraw** all the decision pending applications.

2023-2024

To Be Enrolled 2023 - 2024 

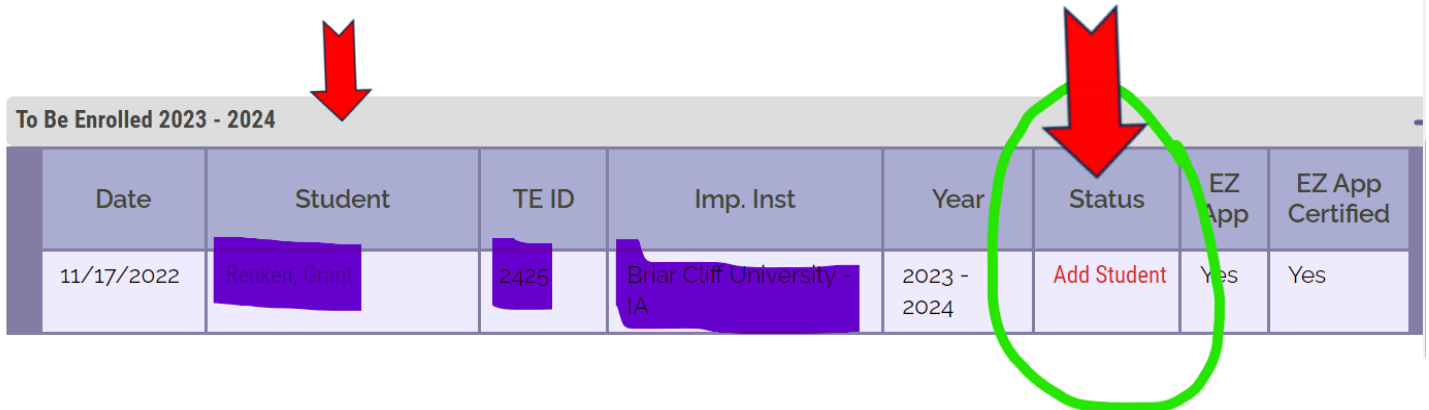
Approved 2023 - 2024

Rejected 2023 - 2024

Export schools are responsible for ADDING all To Be Enrolled students.

Unpack the To Be Enrolled 2023-2024 tab by clicking on the + sign, making it a - sign. Click on the **ADD STUDENT** option. By adding the student, the EXPORT school confirms that the employee retains TE scholarship eligibility for the named student. You can click on the student's name or **ADD STUDENT**.

2023-2024



Date	Student	TE ID	Imp. Inst	Year	Status	EZ App	EZ App Certified
11/17/2022	Renken, Grant	2425	Briar Cliff University - IA	2023 - 2024	Add Student	Yes	Yes

The student's record opens after clicking on the student's name or **ADD STUDENT**. The Export school should review all the following student items for correctness:

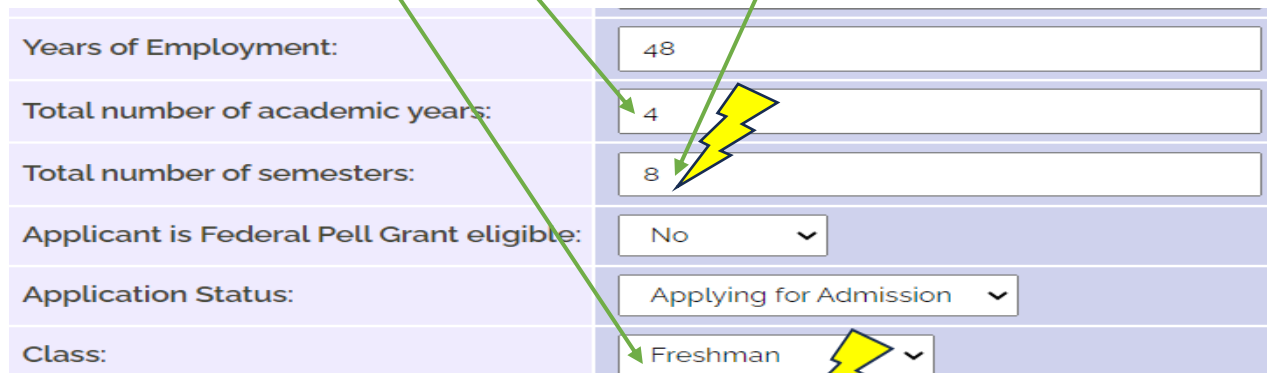
Does the student's first name appear in the record?

If not, either TELO can update the student's name.

Is the student a true first-time freshman? If yes, confirm the student listed eight eligible semesters and the entry class is FRESHMAN.

If the student's entry class, years, or semester count is wrong, fix it.

Years of Employment:	<input type="text" value="48"/>
Total number of academic years:	<input type="text" value="4"/>
Total number of semesters:	<input type="text" value="8"/>
Applicant is Federal Pell Grant eligible:	<input type="text" value="No"/>
Application Status:	<input type="text" value="Applying for Admission"/>
Class:	<input type="text" value="Freshman"/>



Export TELO clicks Fall 2023, and then ADD STUDENT.

Eligible Semesters Slide Number: 8 ✓

Entry Class: Freshman ✓

Entry Semester: Fall 2023 Winter 2024 Fall 2024 Winter 2025


Program Option: Traditional Double Credit Program (\$40 fee) [What is this?](#)

Importing Institution (School Student will Attend): Briar Cliff University - IA (IA) - E13 Program

Add Student →

Addition Successful

[Add New Student](#) [Back to Editing](#)



Confirm the student added correctly by reviewing your Enrollment Report (current).

Ignore the *E13 for 2023-2024* – the program is no longer valid.

The Re-certify button is *currently disabled*. Export schools can Re-certify all eligible students beginning after February 15, 2024.

Exports for 2023-2024							
Name	TE ID	Imp. Inst.	Start Date	Exp. Date	Semesters Remaining	E13 for 2023-2024	Re-certify 2024-2025
Alegre, Joseph	0000	SAMPLE Exchange	9/1/2021	6/1/2025	4	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Brunner, Lucy	1111	College Four	9/1/2022	6/1/2024	2	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Crosby, Samantha Mulligan	3333	College Four	9/1/2022	6/1/2026	6	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Dodson, Missy	1234	College One	9/1/2021	6/1/2025	4	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Draghi (not selected), Alyssa	5555	College Four	9/1/2022	6/1/2026	6	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify


When all new approved IMPORT students have been marked Enrolled, and the EXPORT school has added all new students, the EXPORT school *must submit* the Enrollment Report.

But first – confirm the following information is accurate:

Tuition must be accurate, if not, update the amount inside Institution Account – Institution Information.

The value of the 23-24 TE scholarship should be correct, if not, update the amount inside Institution Account – Institution Information.


Is the Primary TELO listed current? If not, email Suzanne for assistance in updating the membership profile.

The basic tuition for 2023-2024 academic year: 

Value of your Tuition Exchange Scholarship for 2023-2024: 

Total number of extra credits for full room for 2023-2024:

Double Credit (DC3) Import Credits 2023-2024: +0 (0 Students)

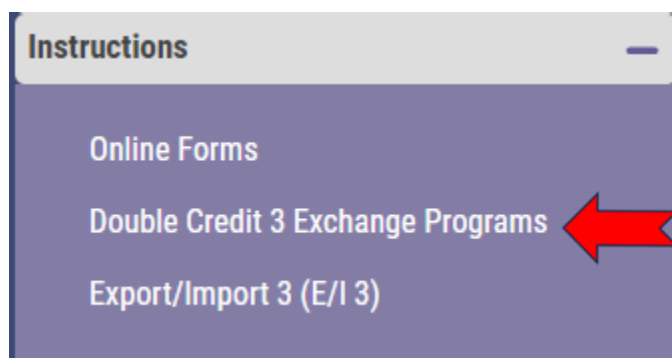
Your e-mail address: 

If your school *provides room as an enrollment perk* for TE scholars, add the total number of students X 2 in the EXTRA CREDIT option. The 2023-2024 academic year is the last time extra credit will be available.

Be sure to *print and save a copy* of your Enrollment Report every time you make any changes. The report is organic and fluid.



Information regarding the Double Credit 3 Import Credit program is available inside the Instructions tab, then Double Credit 3 Exchange Programs. There are no plans to discontinue the DC 3 program.



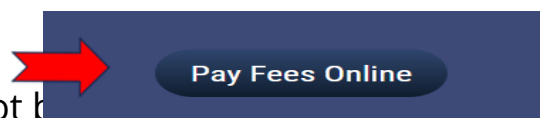
Once you confirm all students appear on the report, the tuition and scholarship amounts are accurate, and the correct TELO email appears, you can click **SUBMIT**.



All Enrollment Reports submitted before September 15th will receive the following message:

Please check back after 9/15/2023 to pay your participation fees

- Along the left side, the button appears after you submit your first Enrollment Report. The button will not disappear until all P-Fees are paid in full for the academic year.
- However, Participation Fee invoices will not be generated until after September 15th.
- All TELOs will be reminded on September 16th that the system is open for Participation Fees payment. Invoices appear once the Enrollment Report is submitted.



- TELOs can review the Participation Fee invoice by opening the Enrollment Report, scrolling to the bottom, and clicking SUBMIT anytime.
- Please do not pay the 2023-24 Participation fees until September 16th or beyond.
- Participation Fees are due in the fall upon receipt and considered late if unpaid by October 15th.
- TE Central accepts credit cards and paper checks. No fees are charged when using a credit card for payment. Once payment is received and posted, the primary and backup TELO, and Invoice contact (if listed), will receive an updated invoice statement with a 0.00 balance.
- If paying by credit card, the payment is instant. A receipt is emailed after the transaction is processed. TE Central does not charge the user any processing fees.
- If paying by check, allow at least 14 days after mailing the check. A receipt is emailed after the payment is processed. If the check is not cashed within 30 days, please confirm that the check has arrived.
- *The TE Central official mailing address is Tuition Exchange, Inc., 3 Bethesda Metro Center, Suite 700, Bethesda, MD 20814.*
- All Membership Dues and Participation Fees questions should be directed to Kristine Lev at klev@tuitionexchange.org.

Frequently Asked Questions

Please do not forward any **family personal checks**. TE Central wants one payment from the member school.

The Import school must **mark the student enrolled**.

The **Import school can never add** an imported student to their Enrollment Report.

The **Export school must be proactive** in often reviewing the TO BE Enrolled category and taking swift action.

After November 1st, **TE Central staff will review all outstanding approved but not enrolled students and any decision pending students**. At that time, TE Central staff will withdraw all students not enrolled. The Export, Import, employee and student (with valid emails) will receive notification that the application was withdrawn. If this is an error, it is the responsibility of the IMPORT school to notify TE Central staff immediately.

Re-certification opens after February 15, 2024. No student can be re-certified before then. There is no reason for any student or employee to express that the Import school is pressuring them.

Participation fees (P-Fees) are due upon receipt of the invoice. Any P-Fees not paid in full by December 1st will be charged a late payment fee.

The **Enrollment Report is fluid**. Students are shared between the Export and Import member school. When one side changes the shared record, both school records update.

The Enrollment Report **must be reviewed at least three times** – at the beginning of the Fall term, Spring term, and end of the school year.

TELOs **are responsible for maintaining copies** of the report during the year. Because of the report's organic nature, you will not know what changed unless copies are maintained. TE Central is unable to assist in these circumstances.

Please email Janet or Suzanne if you have questions not addressed in this document:

Janet Hanson

jhanson@tuitionexchange.org

Suzanne LeAnce

sleance@tuitionexchange.org

Please email Kristine if you have questions related to finances only that are not addressed in this document:

Kristine Lev (finances only)

klev@tuitionexchange.org