

What's new in the updated TELO Portal

Janet Dodson


Associate Director of Communication

TE Webinar

March, 2015

How do I get started?

Nothing new here.
Each school uses their TE Code and
Password to log in...



The image shows a login form titled "Liaison Officers Login". The form has a dark blue background with a white border. It contains the following elements:

- Liaison Officers Login** (Title)
- TE Code:** (Label) followed by a white input field.
- Password:** (Label) followed by a white input field.
- Login** (Button)

You can now logout from the top or the bottom

[Liaison Admin Menu \(Logout\)](#)

Liaison Officers Forum

[Online Forum](#)

Mandatory Institutional Profile

[Mandatory Institutional Profile](#)

[Add OVERVIEW information](#)

If you have a link (secondary URL) for your TE import or export guidelines, enter it here.

Instructions

[Instructions for the Annual Report](#)

[Instructions for the Online Forms](#)

[Procedure for Withdrawal](#)

Special Programs and Options

[Import Credit for Housing](#)

[TE-GO](#)

Editing

[Students](#)

[Contact Information and Password](#)

Reports

[TELO list with Email Addresses](#)

[Liaison Officer List \(Full List\)](#)

[Liaison Officer List \(Select School\)](#)

[Alerts & Restrictions](#)

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Dues and Fees Invoices

[Membership Dues](#)

[Participation Fees Statement](#)

Meetings and Deadlines

Liaison Officer Workshops/TE Board Meetings

Board Of Directors Meeting - May, 2015 in Boston, MA

Tuition Exchange will be offering a one-day in person training opportunity in April, 2015. Stay turned for additional information regarding the when and where.

TE's March 2015 Webinar invitation was emailed March 18. We hope you will be able to join us

A new TELO portal is now in place. What is new? What is updated? And what is gone?

Join Janet Dodson as she walks you through the updates.

So what is new Janet???

1. The Re certification button is disabled after you click re-certify.
2. You can't enter an end date in advance of the start date.
3. You now select the beginning term date (Fall or Winter).
4. You designate the E/I 3 students.
5. An email is generated and sent to the parent's email on file notifying them of continuing student re-certification.
6. Double Credit 3 (DC 3) is much easier to record – no need for double entry.
7. The issue of student withdrawing from school is much easier to update.
8. The issue of a student not accepting the TE offer is simpler.
9. When the TE awarded student says YES to your offer and deposits or enrolls (whatever your school uses to confirm the student) you can update the TE record.
10. And the best part of 9 ... the student moves automagically to your ANNUAL REPORT no more manual entry.

Need to update
and/or review your
data? Check here

[Liaison Admin Menu \(Logout\)](#)

Liaison Officers Forum

[Online Forum](#)

Mandatory Institutional Profile

[Mandatory Institutional Profile](#)

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10. And the best part of 9 ... the student moves automatically to your ANNUAL REPORT no more manual entry.

Need to update
and/or
Update your profile?
Check here

Mandatory Institutional Profile

Tuition Exchange Institutional Profile (Member Survey)

Information gathered here appears on the Tuition Exchange website as part of the section "School Search".

Direct your questions to Janet Dodson: jdodson@tuitionexchange.org or call 402.418.1081.

Institution Name: Tuition Exchange (The)

Please update your Institutional Profile by **Thursday, October 30, 2014**. If you wish to make a change to the information that is currently listed, do so, and then Click **Update Information**. Your answers will feed to our "Conducting a School Search" webpage for parents and students. It is possible to revise your answers anytime during the year.

If you want to just add or revise **OVERVIEW Information**, [click here](#).

Review and update at least annually when completing your Annual Report.

Add Institutional Overview information

When asked to add overview information about your school -- this is where the overview is typed. The 250 word is a guide, currently logos or other jpeg files can't be loaded.

TE TEST SITE (TETEST)

Address
123 County Road

City
Tuition Heights

State
XP

Zip
12345 -

Phone
402.418.1081

Liaison Last Name
Tester

Liaison First Name
Testy

Liaison Salutation
Ms

Liaison Title
Associate Director

Overview Information

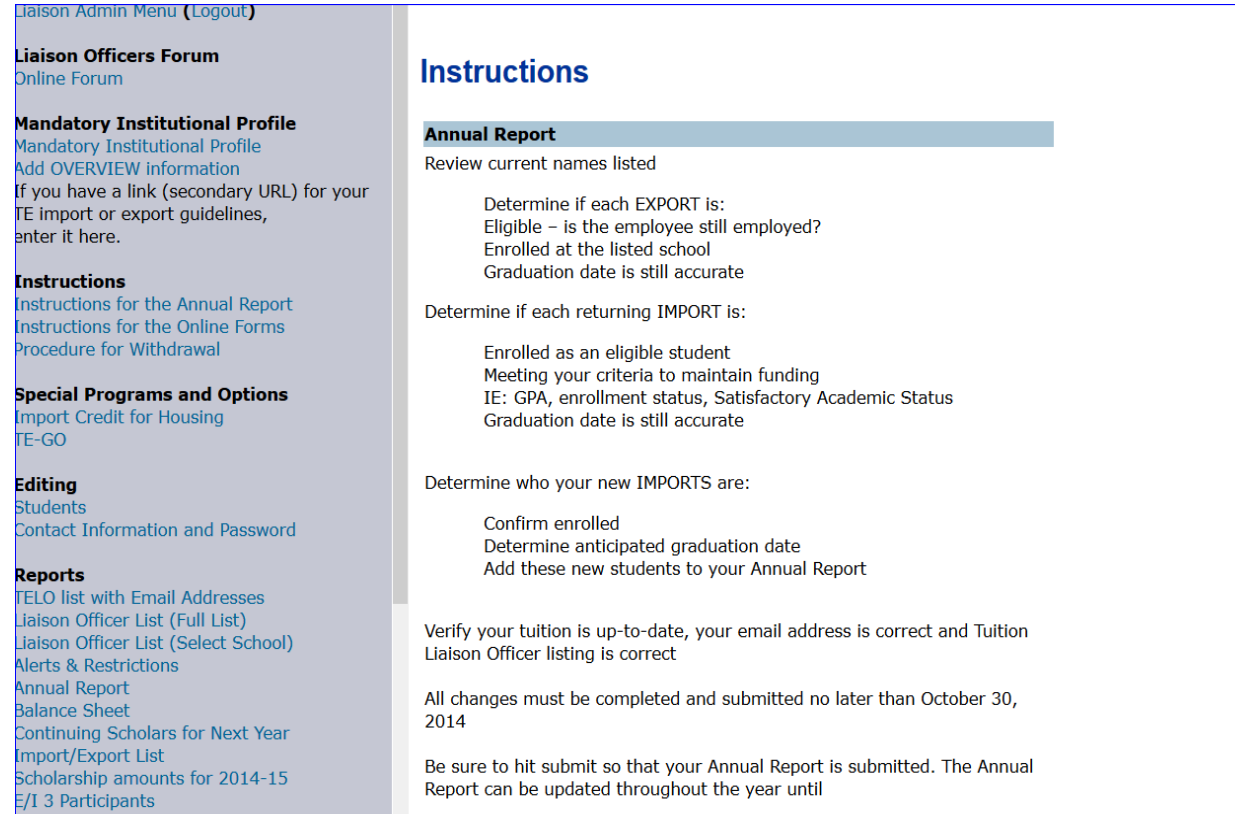
Please enter any information that you would like to see posted on the site when a prospective visitor comes to the Selecting a School and Registry section of the Tuition Exchange site. 250 words maximum.

Overview Text

This is a dummy site for use by potential TE members to see what might actually be available for display and information sharing

TE Report, Forms and Intent to Withdrawal

These instructions are
For TELO's review.



Liaison Admin Menu (Logout)

Liaison Officers Forum
Online Forum

Mandatory Institutional Profile
Mandatory Institutional Profile
Add OVERVIEW information
If you have a link (secondary URL) for your TE import or export guidelines, enter it here.

Instructions
Instructions for the Annual Report
Instructions for the Online Forms
Procedure for Withdrawal

Special Programs and Options
Import Credit for Housing
TE-GO

Editing
Students
Contact Information and Password

Reports
TELO list with Email Addresses
Liaison Officer List (Full List)
Liaison Officer List (Select School)
Alerts & Restrictions
Annual Report
Balance Sheet
Continuing Scholars for Next Year
Import/Export List
Scholarship amounts for 2014-15
E/I 3 Participants

Instructions

Annual Report

Review current names listed

- Determine if each EXPORT is:
 - Eligible – is the employee still employed?
 - Enrolled at the listed school
 - Graduation date is still accurate
- Determine if each returning IMPORT is:
 - Enrolled as an eligible student
 - Meeting your criteria to maintain funding
 - IE: GPA, enrollment status, Satisfactory Academic Status
 - Graduation date is still accurate
- Determine who your new IMPORTS are:
 - Confirm enrolled
 - Determine anticipated graduation date
 - Add these new students to your Annual Report

Verify your tuition is up-to-date, your email address is correct and Tuition Liaison Officer listing is correct

All changes must be completed and submitted no later than October 30, 2014

Be sure to hit submit so that your Annual Report is submitted. The Annual Report can be updated throughout the year until

TE Special Programs defined here

Special Programs and Options
Import Credit for Housing
TE-GO

Tuition Exchange members can offer free housing and earn one import credit for each two semesters of housing.

TE-GO stands for Tuition Exchange Grant Opportunity. The 2015-16 nomination period has closed.

TE Menu Updated

1

Editing
Students
Contact Information and Password

2

Reports
TELO list with Email Addresses
Liaison Officer List (Full List)
Liaison Officer List (Select School)
Alerts & Restrictions
Annual Report
Balance Sheet
Continuing Scholars for Next Year
Import/Export List
Scholarship amounts for 2014-15
E/I 3 Participants

3

Dues and Fees Invoices
Membership Dues
Participation Fees Statement

4

Online Forms
Scholarship Certification & Application
Submit Form | View Applicants

Scholarship Recertification of Eligibility
Annual Report | View Submissions

Withdrawal/Leave of Absence/
Loss of Eligibility
Submit Form | View Submissions

Forms Deletion
Delete Submissions

TE Homepage

E-mail

Logout

And this takes you to the TE Homepage

Email works from here too - check it out!

You can logout here too

Editing Students - NEW

Section 1

Example of editing or adding a NEW student.

Pick a number 1- 8

Select a start term

This is where you indicate Traditional student OR Double Credit Program.

Still a drop down box listing all the eligible TE members.

Students

Last Four Digits of SSN

Last Name

Initial(s)

Eligible Semesters

Slide Number

Entry Class

Entry Semester Fall 2015 Winter 2016

Program Option Traditional Double Credit Program (\$35 fee) [What is this?](#)

Importing Institution (School Student will Attend)

The Tuition Exchange | 3 Bethesda Metro Center – Suite 700 | Bethesda, MD 20814 | 301.941.1827 | info@tuitionexchange.org

Editing Students – Double Credit Students

You select Double Credit Program Button.

Students

Last Four Digits of SSN

Last Name

Initial(s)

Eligible Semesters

Slide Number

Entry Class

Entry Semester Fall 2015 Winter 2016

Program Option Traditional Double Credit Program (\$35 fee) [What is this?](#)

Exchange Program (program student exporting from)

The Tuition Exchange | 3 Bethesda Metro Center – Suite 700 | Bethesda, MD 20814 | 301.941.1827 | info@tuitionexchange.org

Using the dropdown box you select the Exchange Program.

TE Reports Menu

Section 2

Want a TELO's email address check here

Families want to know a specific TELO - check this spot. Please don't share phone numbers.

A quick way to locate just one or two TELO's.

Reports

TELO list with Email Addresses

Liaison Officer List (Full List)

Liaison Officer List (Select School)

Alerts & Restrictions

Annual Report

Balance Sheet

Continuing Scholars for Next Year

Import/Export List

Scholarship amounts for 2014-15

E/I 3 Participants

TE Reports Menu

Section 2

- ▶ TE Members on Alert or Restriction
 - ▶ 11 TE members on Alert
 - ▶ Can continue to export
 - ▶ 6 TE members on Restrictions
 - ▶ Cannot export
- ▶ If your school is on Alert or Restriction - consider signing up for E/I 3
 - ▶ Contact Janet or Bob Shorb for additional information.

TE Annual Report - Import Section

Add new students by [clicking here](#) (importing/exporting)

Imports for 2014-2015					
Name	SSN	Exp. Inst.	Start Date	Exp. Date	Semesters Remaining
Apodaca, Hannah	5555	DC3	9/1/2014	6/1/2018	7
Arns, Alison	9089	WBURG	9/1/2014	6/1/2018	7
Baker, Cole	5555	DC3	9/1/2014	6/1/2018	7
Bloomer, Kaieb	5555	DC3	9/1/2014	6/1/2018	7
Collins, Benjamin	3199	LORAS	9/1/2013	6/1/2017	5
Freetly, Thomas	1042	HASTC	9/1/2014	6/1/2015	1
Huebner, M	3838	WBURG	9/1/2013	6/1/2016	3
Jones, Riley	2061	AMIBS	9/1/2014	6/1/2015	1
Torry, Hannah	4576	DRAKE	9/1/2012	6/1/2018	7

New option to include DC 3 students - use the Editing Student option.

TE Annual Report - Bottom Section

Double Credit 3

The basic tuition for 2014-2015 academic year:	\$ <input type="text" value="36990.00"/>
Value of your Tuition Exchange Scholarship for 2014-2015:	\$ <input type="text" value="32500.00"/>
Total number of <i>extra credits</i> for full room for 2014-2015:	<input type="text" value="0"/>
Double Credit (DC3) Import Credits 2014-2015:	+6 (3 Students)
Each year, your DC 3 students will be listed.	DC3 Students Apodaca, Hannah Baker, Cole Bloomer, Kaleb
Your e-mail address:	<input type="text" value="odson@tuitionexchange.org"/>

TE Annual Report - Export Section

Exports for 2014-2015							
Name	SSN	Imp. Inst.	Start Date	Exp. Date	Semesters Remaining	EI3 for 2014-2015	Re-certify 2015-2016
Baily, KB	5118	CLARCO	9/1/2014	6/1/2016	3	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Birkicht, K	6139	WBURG	9/1/2011	6/1/2015	1	Yes <input type="radio"/> No <input checked="" type="radio"/>	n/a
Carson, Marissa	0732	SYRAC	9/1/2014	1/1/2015	0	Yes <input type="radio"/> No <input checked="" type="radio"/>	n/a
Coates, Kelsie	6716	DRAKE	9/1/2014	1/1/2015	0	Yes <input type="radio"/> No <input checked="" type="radio"/>	n/a
Cook, Callie	4631	NCENT	9/1/2014	6/1/2018	7	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Leveille, A	2763	BRADU	9/1/2013	6/1/2018	7	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Moran, Z	5858	WEBST	9/1/2013	6/1/2017	5	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Nicholson, John	1754	DRAKE	9/1/2011	6/1/2015	1	Yes <input type="radio"/> No <input checked="" type="radio"/>	n/a
Nicholson, S	0442	DRAKE	9/1/2013	6/1/2017	5	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Pritchard, Ben	4880	UDUBQ	1/1/2015	6/1/2017	5	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Pritchard, Benjamin	4880	DRAKE	9/1/2014	1/1/2015	0	Yes <input type="radio"/> No <input checked="" type="radio"/>	n/a
reuter, michael	0907	CENTR	1/1/2015	6/1/2016	3	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Strumpfer, Jordan	5936	CENTR	9/1/2011	6/1/2015	1	Yes <input type="radio"/> No <input checked="" type="radio"/>	n/a
Wilson, Bailey	5393	CROWN	9/1/2013	6/1/2017	5	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Zingula, Zachary	2664	MTMER	9/1/2015	1/1/2017	3	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify

You can now recertify any eligible student when you do the Annual Report and know you did it. E-mails are sent to the student and parent's email(s) on file.

You cannot recertify any student with an expiration date of 1/1/YY or 6/1/YY - no more deletes or Duplicates.

E/I 3 schools may indicate up to three E/I 3 students annually.

TE Annual Report - Export Section E/I 3

The system keeps track of your E/I 3 options.

You mark your E/I 3 students.

Student added to EI3 program. There are 0 EI3 spot(s) remaining.

Exports for 2014-2015							
Name	SSN	Imp. Inst.	Start Date	Exp. Date	Semesters Remaining	EI3 for 2014-2015	Re-certify 2015-2016
Baily, KB	5118	CLARCO	9/1/2014	6/1/2016	3	Yes <input checked="" type="radio"/> No <input type="radio"/>	Re-certify
Birkicht, K	6139	WBURG	9/1/2011	6/1/2015	1	Yes <input checked="" type="radio"/> No <input type="radio"/>	n/a
Carson, Marissa	0732	SYRAC	9/1/2014	1/1/2015	0	Yes <input checked="" type="radio"/> No <input type="radio"/>	n/a
Coates, Kelsie	6716	DRAKE	9/1/2014	1/1/2015	0	Yes <input type="radio"/> No <input checked="" type="radio"/>	n/a
Cook, Callie	4631	NCENT	9/1/2014	6/1/2018	7	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Leveille, A	2763	BRADU	9/1/2013	6/1/2018	7	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify

TE Annual Report - Bottom Section

Export/Import 3

The basic tuition for 2014-2015 academic year:	\$ <input type="text" value="36990.00"/>
Value of your Tuition Exchange Scholarship for 2014-2015:	\$ <input type="text" value="32500.00"/>
Total number of extra credits for full room for 2014-2015:	<input type="text" value="0"/>
Double Credit (DC3) Import Credits 2014-2015:	+6 (3 Students) DC3 Students Apodaca, Hannah Baker, Cole Bloomer, Kaleb
Export/Import 3 (EI3) Export Credits 2014-2015:	-5 (3 Students) EI3 Students Baily, KB Birkicht, K Carson, Marissa
Your e-mail address:	<input type="text" value="odson@tuitionexchange.org"/>

And just like DC 3, the E/I 3 students will be listed.

Balance Sheet updated too



Remember Imports give you power to export!!!

These are new sections. They can help you determine your credits and standing with TE Central.

Use the formula to determine your standing.

	Import Semesters	Export Semesters	+/-
Coe College - IA Tuition Exchange Balance Sheet 2014 - 2015 Academic Year			
Historical Balance (Including 2009 - 2010)	276	262	14
2010 - 2011	12	20	-8
2011 - 2012	16	23	-7
2012 - 2013	10	18	-8
2013 - 2014	10	20	-10
2014 - 2015	18	30	-12
DC3 Double Credit 2014 - 2015	+ 6		
EI3 Credit 2014 - 2015		- 5	
TE Co-op Credit 2014 - 2015		- 8	
Total with Extra Credits	24	17	7
5 Year Subtotal	72	98	-26

Calculating your TE Standing:
 $X(\text{number of imports}) - Y(\text{number of exports}) = Z$ (may be a positive or negative number)
 $Z/X = A\%$ (may be a positive or negative number)

Balance Sheet updated too continued

Messages:

- In good standing due to E/I 3
- **Your institution is in good standing, CONGRATULATIONS!**

Good standing -any positive % to a -59%
Alert standing --60% to -99%
Restriction --100% and beyond

The percentages are included on the Balance Sheet -
to help you better understand your TE standing.

Continuing Scholars for Next Year report

Remember IMPORTS give you power to EXPORT!!!

This section provides you the numbers needed to determine your standing without any new students.

Coe College - IA Continuing Scholars for Next Year 2014 - 2015 Academic Year			
	Import Semesters	Export Semesters	+/-
Historical Balance (Including 2010 - 2011)	276	262	14
2011 - 2012	16	23	-7
2012 - 2013	10	18	-8
2013 - 2014	10	20	-10
2014 - 2015	18	30	-12
Subtotal	54	83	
DC3 Double Credit 2014 - 2015	+ 6		
EI3 Credit 2014 - 2015		- 5	
TE Co-op Credit 2014 - 2015		- 8	
Total with Extra Credits	60	78	
Scholarships Ending 2015	-4	-12	
Continuing Imports and Exports	18	30	
TE Co-op Credit 2015 - 2016	---	-8	
2015-2016 Continuing Planning Base	68	93	

Import and Export Listing

This report is another place where you can “work” your students for E/I 3 and Recertification.

Imports for 2014-2015					
Name	SSN	Exp. Inst.	Start Date	Exp. Date	Semesters Remaining
Apodaca, Hannah	5555	DC3	9/1/2014	6/1/2018	7
Arns, Alison	9089	WBURG	9/1/2014	6/1/2018	7
Baker, Cole	5555	DC3	9/1/2014	6/1/2018	7
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Birkicht, K	6139	WBURG	9/1/2011	6/1/2015	1	Yes <input checked="" type="radio"/> No <input type="radio"/>	n/a
Carson, Marissa	0732	SYRAC	9/1/2014	1/1/2015	0	Yes <input checked="" type="radio"/> No <input type="radio"/>	n/a
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Cook, Callie	4631	NCENT	9/1/2014	6/1/2018	7	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Leveille, A	2763	BRADU	9/1/2013	6/1/2018	7	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify
Moran, Z	5858	WEBST	9/1/2013	6/1/2017	5	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certify

Membership Dues and Participation Fees

Section 3

- ▶ For 2015-16 Dues remain at \$500 for the year
- ▶ Participation Fees remain at \$35 for each export
 - ▶ For DC 3 schools a \$35 fee for each DC credit.
- ▶ Optional Set-Rate for 2015-16
 - ▶ \$33,000

Example of Membership Dues invoice

Fee Type	Amount
Institutional Membership Dues	\$500.00
Total Due	PAID 07/20/2014

Date TE Central posted your payment. If there is a date - your dues are paid.

Please note: This invoice reflects Institutional Membership dues ONLY.

(Federal Employer Identification Number: 04-2227075)

Please make the check payable to "The Tuition Exchange, Inc." (please note new address) and return to:

The Tuition Exchange
3 Bethesda Metro Center, Suite 700
Bethesda, MD 20814

Please contact Kristine Lev, at Klev@tuitionexchange.org, with questions regarding Dues and P-fees.



Example of Participation Fees Statement

You can and should print a copy of your P-fees statement.

Print this page

The Tuition Exchange, Inc.
Statement for 2014-2015 Academic Year
Participation Fees

Ms. Janel Boddicker Rampulla
Financial Aid Counselor
Coe College - IA
1220 1st Avenue, NE
Cedar Rapids, IA 52402

Participation Fees	\$525.00 (15 exported students)
Double Credit Participation Fees	\$105.00 (3 double credit students)
Fees Paid	\$630.00
Balance Due	\$0.00

Make the check payable to "The Tuition Exchange, Inc." (please note new address) and return to:

The Tuition Exchange
3 Bethesda Metro Center, Suite 700
Bethesda, MD 20814

Please call us at 301-941-1827, FAX us at 301-657-9776 or send us e-mail at info@tuitionexchange.org if you have any questions or require additional information.

Please note: This Invoice reflects Student Participation Fees ONLY.

Federal Employer Identification Number: 04-2227075

The Tuition Exchange | 3 Bethesda Metro Center - Suite 700 | Bethesda, MD 20814 | 301.941.1827 | info@tuitionexchange.org

All P-fees are now on the official TE Invoice. No separate Invoice for DC 3 fees.

Every time you update or adjust your Annual Report - check the P-fees Invoice for changes to your balance due.

Online Forms

Section 4

- ▶ Scholarship Certification and Application
- ▶ Scholarship Recertification
- ▶ Withdrawal/Leave of Absence/ Loss of Eligibility
- ▶ Form Deletion

Online Forms

TE Hint - spell out full first name.

This needs to be 4 numbers
it does not have to be the
student's ssn last 4.

Important for purposes of
Communication.

Must be whole numbers.

Scholarship Certification & Application

School Year:	2015 - 2016
Student First Name:*	Janet
Student Middle Name:	H
Student Last Name:*	Dodson
Social Security Number:* Please enter the last 4-digits of the SSN.	1375
Student E-mail:*	jdodson@tuitionexchange.org
Telephone:*	402.418.1081
Permanent Address:*	660 CR 2400 Marion, KS 66801
Parent Employment Category:*	Staff (non-faculty) ▾
Parent/Guardian Name:*	C Norman Hanson
Parent E-mail:*	jkhd76@gmail.com
Years of Parent Employment*:	45
Total number of academic years*:	4
Total number of semesters:*	8
Student is Federal Pell Grant eligible:*	No ▾
Application Status:*	Approved for Admission ▾
Class:*	Freshman ▾
Applying To:*	Abilene Christian University -TX (TX) Adelphi University - NY (NY)

Online Forms

One more time - confirm that all the Information is correct. →



If the student wants to apply to several schools hold down the Control key as you highlight the selected schools. Should the student come back later with additional schools - you will need to create another application. →

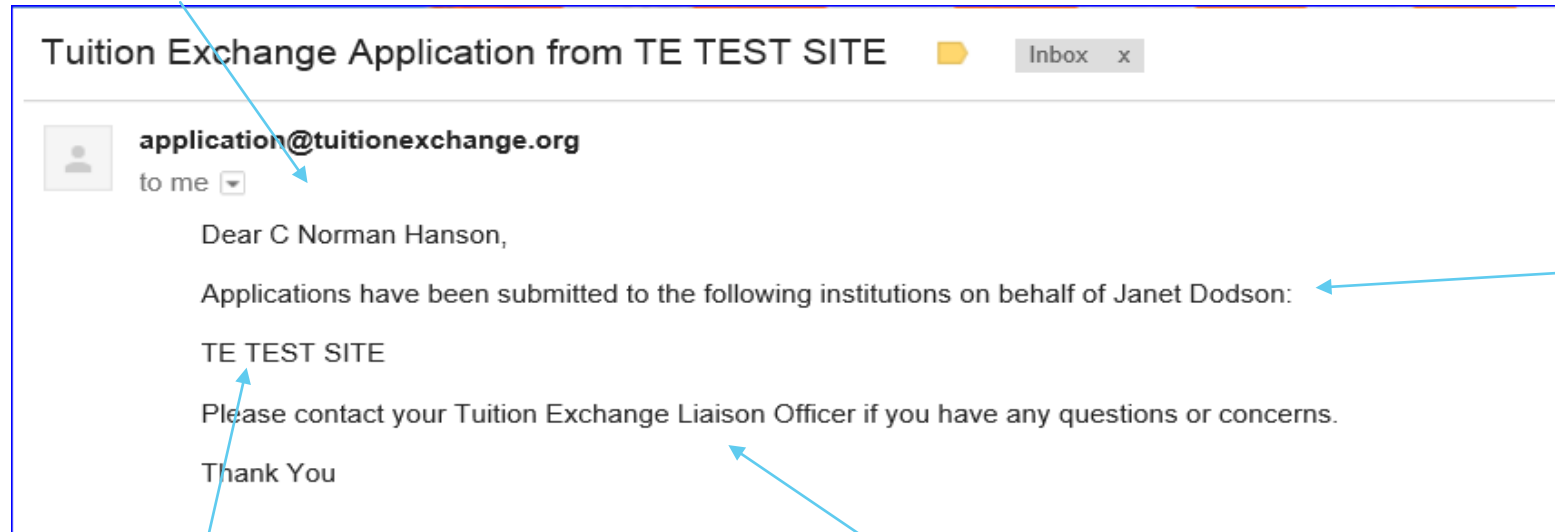
Preview Student Application

Please review the information below. If you have any changes, close this window and update the existing form. If the information is correct, close this window and click on the submit button.

School Year:	2014 - 2015
Student First Name:	Janet
Student Middle Name:	H
Student Last Name:	Dodson
Social Security Number:	1375
Student E-mail:	jdodson@tuitionexchange.org
Telephone:	402.418.1081
Permanent Address:	660 CR 2400 Marion, KS 66801
Parent Employment Category:	Staff (non-faculty)
Parent/Guardian Name:	C Norman Hanson
Parent E-mail:	jkhd76@gmail.com
Years of Parent Employment:	45
Total number of academic years:	4
Total number of semesters:	8
Student is Federal Pell Grant eligible:	No
Application Status:	Approved for Admission
Class:	Freshman
Applying To:	TE TEST SITE

Example of email sent to parent for new TE application

Generic, unmonitored email address - replies are not reviewed or responded.



Student's name is listed here

Another reason why the family needs to know the best contact information. TE Central does not share phone numbers.

All schools where the application are sent is listed here.

Online Forms continued

This is a first time student's Application.

Applicants	
School Year:	2015 - 2016
Submit Date:	03/22/2015
# Schools Applied to:	0
Importing School:	TE TEST SITE Ms Testy Tester, Associate Director janetdodsonte@gmail.com 402.418.1081
Exporting School:	TE TEST SITE Ms Testy Tester, Associate Director janetdodsonte@gmail.com 402.418.1081
Student First Name:	Janet
Student Last Name:	Dodson
Social Security Number: Please enter the last 4-digits of the SSN.	1375
Student E-mail:	jdodson@tuitionexchange.org
Telephone:	402.418.1081
Permanent Address:	660 CR 2400 Marion, KS 66801
Parent Employment Category:	Staff (non-faculty) ▾
Parent/Guardian Name:	C Norman Hanson
Parent E-mail:	jkhd76@gmail.com
Years of Parent Employment:	45
Total number of academic years:	4

FYI

In live production this is two different TE member schools.

Online Forms continued

This is where you CLAIM the student once the student pays the deposit or enrolls.

By clicking ADD STUDENT - the student moves to your Annual Report.

By clicking WITHDRAW APPLICATION - the student is removed from your list of considerations.

Total number of academic years:	4
Total number of semesters:	8
Student is Federal Pell Grant eligible:	No
Application Status:	Approved for Admission
Class:	Freshman
Exporting Comments:	
Enrolled:	<input type="checkbox"/>
Decision:	Not Reviewed
Tuition Offer:	
Decision Comments:	None
	<input type="button" value="Submit"/> (Update application)
	<input type="button" value="Add Student"/> (Will enroll student automatically) <input type="button" value="Withdraw Application"/>

The Tuition Exchange | 3 Bethesda Metro Center – Suite 700 | Bethesda, MD 20814 | 301.941.1827 | info@tuitionexchange.org

Online Forms continued

This information is provided once you click the ADD STUDENT button.

You must click Fall or Winter →

Traditional student means any eligible student seeking TE award consideration.

Confirm that all is correct and click the Submit Info button again.

Students

Last Four Digits of SSN

Last Name

Initial(s)

Eligible Semesters

Slide Number

Entry Class

Entry Semester Fall 2015 Winter 2016

Program Option Traditional Double Credit Program (\$35 fee) [What is this?](#)

Importing Institution (School Student will Attend)

The Tuition Exchange | 3 Bethesda Metro Center – Suite 700 | Bethesda, MD 20814 | 301.941.1827 | info@tuitionexchange.org

Online Forms continued

When using this form it is important to understand the terms:

Approved - YES from my school

- Must select tuition

Rejected - NO from my school

- Must select N/A

Wait List - pending at my school

- Must select N/A and update once the final decision is determined

Withdrawn - is not available in this area

Emails are sent to the Export TELO when the student's status changes

Student Name:	Muffy Hanson
Social Security Number:	1234
Student E-mail:	jdodson@tuitionexchange.org
Telephone:	402.418.1081
Permanent Address:	8 Pioneers Ct Crete, NE 68333
Parent Employment Category:	Faculty
Parent/Guardian Name:	C N Hanson
Parent E-mail:	jkhd76@gmail.com
Years of Parent Employment:	45
Total number of academic years:	4
Total number of semesters:	8
Application Status:	Approved for Admission
Class:	Freshman
Exporting Comments:	This is a test application
Decision:*	<input type="radio"/> Approved <input type="radio"/> Rejected <input type="radio"/> Wait List <input type="radio"/> Withdrawn
Tuition Offer:*	<input type="radio"/> N/A <input type="radio"/> Full Tuition of . . . <input type="radio"/> "Set Rate" amount of . . . <input type="radio"/> Other amount of . . . \$ <input type="text"/> Must be a number
Comments:	<input type="text"/>

Online Forms continued

- ▶ Examples of emails sent to TELO(s) when TE applicant is rejected or wait listed.

The screenshot shows an email inbox with the following details:

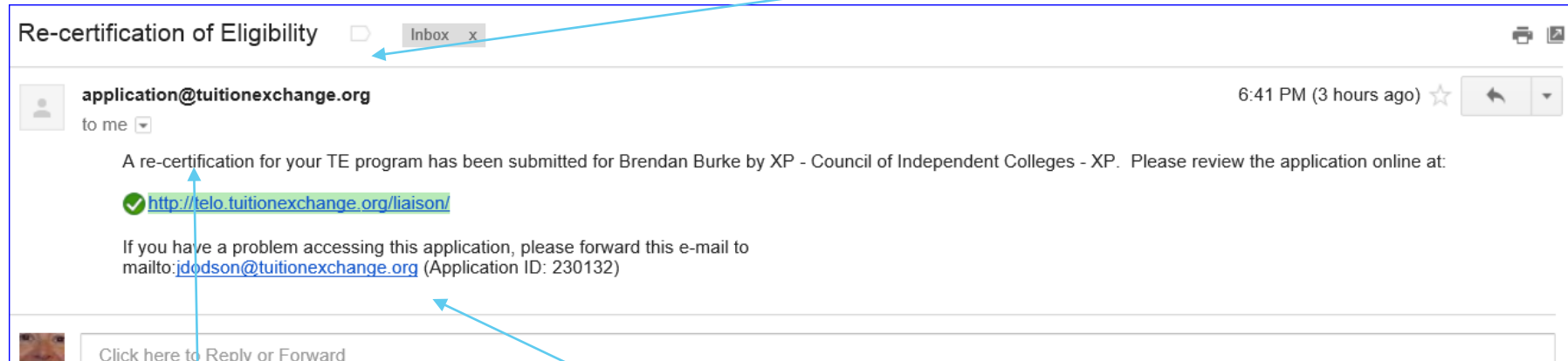
- Header:** Application/Certification Status (yellow envelope icon), Inbox x (grey button), and icons for up, print, and share.
- Message 1:**
 - From:** application@tuitionexchange.org
 - To:** jdodson, klev, rshorb, me (dropdown arrow)
 - Time:** 10:12 PM (6 minutes ago)
 - Subject:** The Scholarship Certification and Application from Muffy Hanson was Rejected by TE TEST SITE
 - Actions:** Reply (curved arrow), More options (dropdown arrow), Star (star icon)
- Message 2:**
 - From:** application@tuitionexchange.org
 - To:** jdodson, klev, rshorb, me (dropdown arrow)
 - Time:** 10:16 PM (1 minute ago)
 - Subject:** The Scholarship Certification and Application from Muffy Hanson was Wait List by TE TEST SITE
 - Actions:** Reply (curved arrow), More options (dropdown arrow), Star (star icon)

Two blue arrows point from the text below to the 'to' field of the first and second messages.

Note - this is sent to ALL TELO's listed at the individual member school.

Online Forms continued

Example of email sent to the TELO at the school where the current student is recertified.



This link takes the TELO to the TELO login portal.

Again, this email address is not monitored.
Please contact Janet directly with questions.

Online Forms continued

This student needs to be recertified.

Exports for 2014-2015							
Name	SSN	Imp. Inst.	Start Date	Exp. Date	Semesters Remaining	EI3 for 2014-2015	Re-certify 2015-2016
Dodson,	1375	TUIT	9/1/2015	6/1/2019	8	Yes <input type="radio"/> No <input checked="" type="radio"/>	<input type="button" value="Re-certify"/>

Once certified - this box won't let you click it again!

Exports for 2014-2015							
Name	SSN	Imp. Inst.	Start Date	Exp. Date	Semesters Remaining	EI3 for 2014-2015	Re-certify 2015-2016
Test, Heather	0123	TETEST	9/1/2015	6/1/2019	8	Yes <input type="radio"/> No <input checked="" type="radio"/>	<input type="button" value="Re-certified"/>

Online Forms continued

You can now delete duplicates!
Select the import school and use the
student's TE ID and Click Next.

Edit/Delete Form Submission

Importing School:

Student SSN:

Please enter the last 4-digits of the SNN.

Next

Online Forms continued

Edit/Delete Form Submission

Importing School:

Student SSN:

Please enter the last 4-digits of the SNN.

Next

When name appears, click student name.

- **Janet Dodson** - Import: Tuition Exchange (The)



Click on the application you wish to delete.

Online Forms continued

Update the No to YES and hit Submit. The student application is gone.

Student First Name:	Janet
Student Last Name:	Dodson
Social Security Number:	1375
Student E-mail:	
Telephone:	
Permanent Address:	
Parent/Guardian Name:	
Parent E-mail:	
Academic years:	
Total number of semesters:	0
Withdrawal Reason:	
Scholarship Amount:	
Tuition Offer:	
Application Status:	Recertification - New
Class:	
Exporting School:	TE TEST SITE (XP)
Importing School:	Tuition Exchange (The) (XP)
Reviewed:	No
Application - Status:	
Comments:	
Decision Comments:	
Delete Entry:	This cannot be undone <input checked="" type="radio"/> No <input type="radio"/> Yes
	<input type="button" value="Submit"/>

E-mail Communication update

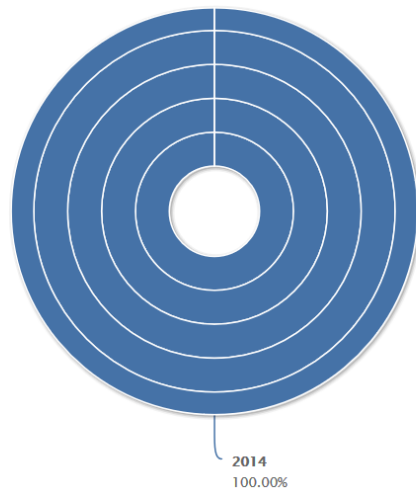
- ▶ Hopeful that the email issue is now operating as planned
 - ▶ Students and parents will receive notifications for
 - ▶ Initial application on record and will be provided a list of schools
 - ▶ Recertified
 - ▶ Exporting TELO's - primary and backup
 - ▶ Initial application reviewed – Accepted, Pending or Rejected.
 - ▶ Email for the action of Withdrawal, drop or delete
 - ▶ Email will include name of IMPORT school name performing the action.
 - ▶ Email will include the web link in the body of the email.
 - ▶ Importing TELO's – primary and backup
 - ▶ When Recertification is completed by Exporting school

Reports - Students with more than 3 TE app requests

App Year	App Year	Applied 3 or Less Times	Applied 4 or More Times	Total	% 3 or Less Times	% 4 or More Times
2014		2,063	1,974	4,037	51.10%	48.90%
Total		2,063	1,974	4,037	51.10%	48.90%

More Than 3 Applications

Inner: Applied 3 or Less Times, outer: % 4 or More Times



Reports - Students with more than 3 TE app requests

More Than 3 Applications **Move to next record completed.**

Free search: * Record no.: 3722 GO << < > >>

More Than 3 Applications

appyear	Last Name	First Name	More Than3	Less Than4
2014	Huang	Meredith	1	0

More Than 3 Applications **Move to previous record completed.**

Free search: * Record no.: 3721 GO << < > >>

More Than 3 Applications


appyear	Last Name	First Name	More Than3	Less Than4
2014	Henry	Jonathan	0	1

Reports - Student Export Information

Students Export Info

Import School Name Application Year Free search

Students Export Info



Last Name	First Name	SSN	Student Email	Phone #	Address 1	Address 2	Address3	Parent Email	Export School Name	Entering As
<input type="checkbox"/>	Abilene Christian University -TX									
<input type="checkbox"/>	Adelphi University - NY									
<input type="checkbox"/>	Adrian College - MI									
<input type="checkbox"/>	Agnes Scott College - GA									
<input type="checkbox"/>	Alaska Pacific University - AK									
<input type="checkbox"/>	Albright College - PA									
<input type="checkbox"/>	Alfred University - NY									
<input type="checkbox"/>	Allegheny College - PA									
<input type="checkbox"/>	Alma College - MI									
<input type="checkbox"/>	Alvernia University - PA									
<input type="checkbox"/>	Alverno College - WI									
<input type="checkbox"/>	American College of Greece - GR									
<input type="checkbox"/>	American College of Greece - MA									

Reports - Student Export Information

Want biographical information about your students?
Contact TE Central - we can quickly gather it for you.

Tuition Exchange (The)									
2014									
Burke	Brendan	5555							XP - Council of Independent Colleges - XF
Dodson	Janet	1375							TE TEST SITE
Dodson	Jannie	1234	jkhd76@gmail.com	402.418.1081	660 Pioneer Ct	Marion, KS 66861		thegeneral@gmail.com	Tuition Exchange (The)
dummy	janet	1234							Tuition Exchange (The)

Reports - Total TE Applied vs Enrolled

This is a new report - our data collection will begin Fall, 2015 and forward.

Total Applied vs. Enrolled

hbp ideas empower

Application Year	Import School	TotalEnrolled	TotalStudents
2014			
	Abilene Christian University -TX	0	23
	Adelphi University - NY	0	34
	Adrian College - MI	0	13
	Agnes Scott College - GA	0	14
	Alaska Pacific University - AK	0	12
	Albright College - PA	0	43
	Alfred University - NY	0	38
	Allegheny College - PA	0	84
	Alma College - MI	0	16
	Alvernia University - PA	0	36
	Alverno College - WI	0	2

Reports

- ▶ TE Central wants to provide you valuable data
- ▶ Please send any report suggestions to Janet
- ▶ TE Central will add reports as time and finances allow

Recap

- ▶ The portal is a constant work in progress.
- ▶ Still working through some bugs – if you find any please share with Janet ASAP
- ▶ Please send Janet your requests and suggestions.
- ▶ All questions will be answered and posted soon.
- ▶ Thank you for your help and patience with our new portal.

One last reminder

- ▶ Webinars are recorded and available inside the TELO Only Forms section of the website.
- ▶ Today's handout provides you instructions on how to access this private section.

Contact information:

Janet Dodson

jdodson@tuitionexchange.org

402.418.1081

Bob Shorb

rshorb@tuitionexchange.org

Kristine Lev

klev@tuitionexchange.org

Thanks for joining us - we look forward to having you join us again in April. Our scheduled topic is FERPA. Be watching for your GoToMeeting invitation

