

# Updating your Annual tuition amount and TE scholarship award

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

Log into your TELO portal and select

**School Info**

Address  
123 County Road

City  
Tuition Heights

State  
XP

Zip  
12345 -

Phone  
402.418.1081

If you have a link for specific tuition exchange program information, enter it here.

Primary URL  
http://www.tuitionexchange.org

Fax

Password  
TETEST

Tuition  
123123.0000 ←

Update your 2015-16 Annual tuition amount here. If you offer a variety of tuition options – ask your Financial Aid Colleagues what they list as the annual tuition amount.

## 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

Scholarship Amount

0.0000

Since you are here... please confirm the information is attractive and conveys a positive message that will attract Imports to consider your school

This number may be the same or different depending on if you use the set-rate option or provide other incentives to attend.

First Name	<input type="text" value="Testy"/>
Last Name	<input type="text" value="Tester"/>
Title	<input type="text" value="Associate Director"/>
E-mail	<input type="text" value="janetdodson@gmail.com"/>
Backup E-mail	<input type="text" value="jdodson@tuitionexchange.org"/>
<b>Additional Contacts</b>	
<b>President</b>	
Name	<input type="text"/>
Email	<input type="text"/>
<b>Human Resources</b>	
Name	<input type="text"/>
Email	<input type="text"/>
<b>Admissions</b>	
Name	<input type="text"/>
Email	<input type="text"/>
<b>Financial Aid</b>	
Name	<input type="text"/>
Email	<input type="text"/>

Confirm that the TELO information is accurate. A back-up TELO is greatly appreciated. If you wish to add more than two no problem. Merely place a ; without additional spaces, between the email addresses.

There are times when TE Central wants to share important programming information with other campus offices. Please take the time to add the Additional contact information. We will not contact these offices without Also sharing the message with our TELO's. It is expensive to purchase mailing lists. Your assistance is greatly appreciated.