

TUITION EXCHANGE APRIL 2016 UPDATES

Reviewing Double Credit 3 and Export Import 3
Continuing student recertification
New student certification

April, 2016

Janet Dodson

Associate Director of Communications


Today's focus

- TE program updates and reminders
 - Export/Import 3 (E/I3)
 - Double Credit 3 (DC 3)
- 2016-17 action and notification
 - Continuing student recertification
 - New student certification
- TE Central happenings
 - Preparing for Early FAFSA
 - TE EZ application
 - Security updates coming soon
 - May 1 TE opportunities service
- Recap

TE program updates and reminders

- Export/Import 3
 - Annual Report provides you answers
- Double Credit 3
 - Annual Report provides you answers

So let's check out an Annual Report



Reports
Alphabetical Listing of Liaison Officers
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 2015-16
E/I 3 Participants

TE program updates and reminders

- Export/Import 3 (E/I3)

Exports for 2015-2016							
Name	TE ID	Imp. Inst.	Start Date	Exp. Date	Semesters Remaining	EI3 for 2015-2016	Re-certify 2016-2017
Dodson, Muffin	1375	HBP	9/1/2015	1/1/2016	0	Yes <input checked="" type="radio"/> No <input type="radio"/>	n/a
Doe, John J	1111	HBP	9/1/2015	1/1/2017	2	Yes <input checked="" type="radio"/> No <input type="radio"/>	Re-certified
Shorb, Robert	1234	HBP	9/1/2015	1/1/2016	0	Yes <input checked="" type="radio"/> No <input type="radio"/>	n/a
Test, Test	2222	Tuition Exchange (The)	9/1/2015	6/1/2017	3	Yes <input type="radio"/> No <input checked="" type="radio"/>	Re-certified

E/I3 schools have you selected your 3 E/I 3 students for 2015-16?

Export/Import 3 (EI3) Export Credits 2015-2016:

-4 (3 Students)

EI3 Students
 Dodson, Muffin
 Doe, John J
 Shorb, Robert

If yes, your Annual Report details the names of the current year's E/I 3 students

TE program updates and reminders

- Export/Import 3 misunderstandings
 - If your school is an E/I 3 school you can export up to three NEW students annually without affecting your Balance Sheet
 - There is NO requirement to match E/I 3 students to E/I 3 schools
 - You are expected to offer to at least three new TE scholarships annually to qualified applicants
 - If a selected E/I 3 Export student becomes ineligible, that student can not be replaced in future years
 - A best practice is to select a first year student as your E/I 3 students

TE program updates and reminders

Just like the Annual Report, your Balance Sheet updates too.

2014 - 2015	6	3	3
2015 - 2016	0	6	-6
EI3 Credit 2015 - 2016		-4	
Total with Extra Credits	0	2	-2
<hr/>			
5 Year Subtotal	6	5	1

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)

Messages:

Your institution is in good standing, CONGRATULATIONS!

Good standing -any positive % to a -59%

Alert standing --60% to -99%

Restriction --100% and beyond

Remember, E/I 3 was created to help schools export up to 3 students annually before your Institutional Standing might be affected.

Helpful Hint: Imports give you the power to Export.

TE program updates and reminders

- TE Central continues to monitor the number of successful exports
- TE Central expects all schools to offer imports to those students who qualify
- Should your Annual Report detail excess exports, we will be in touch!
- As a reminder, E/I 3 schools are expected to offer at least three import opportunities annually
 - In the case of no import requests, you may export a maximum of three annually

TE program updates and reminders

- Double Credit 3

- Does your school participate in other recognized exchange programs?
 - If yes, you can include those enrolled students on your TE Annual Report too.
 - Not sure the names of the other TE recognized exchange programs?
 - Check out TELO Resource section in the Communication Folder
 - Also listed on Slide 12 of this presentation
- Provides members the opportunity to increase import credit. Remember Imports give you the power to increase your Exports.

Adding DC 3 students to your Annual Report

Editing
Students
Contact Information and Password

Students

Last Four Digits of SSN or another number that is unique to the student	<input type="text" value="5555"/>
Last Name	<input type="text" value="Hanson"/>
First Name	<input type="text" value="Lois Mae"/>
Address	<input type="text" value="3 Bethesda Metro Station"/>
	<input type="text" value="Bethesda, MD"/>
Email	<input type="text" value="jdodson@tuitionexchange.org"/>
Parent	<input type="text" value="Janet Dodson"/>
Parent Email	<input type="text" value="jdodson@tuitionexchange.org"/>
Eligible Semesters	<input type="text" value="4"/>
<small>Slide Number</small>	<input type="range" value="4"/>
Entry Class	<input type="text" value="Junior"/>
Entry Semester	<input checked="" type="radio"/> Fall 2016 <input type="radio"/> Winter 2017
Program Option	<input type="radio"/> Traditional <input checked="" type="radio"/> Double Credit Program (\$35 fee) What is this?
Exchange Program (program student exporting from)	<input type="text" value="Great Lakes Colleges Association (XPGLCA)"/>
<input type="button" value="Add Student"/>	

Be sure to select
Double Credit
Program

Only TE approved
Exchange options
show here

TE program updates and reminders

Once the DC 3 student is submitted make sure you confirm the person is listed as DC3 import.

Imports for 2015-2016					
Name	TE ID	Exp. Inst.	Start Date	Exp. Date	Semesters Remaining
Hanson, Lois Mae	5555	DC3	9/1/2015	6/1/2017	3
2013 - 2014		0	0	0	
2014 - 2015		6	3	3	
2015 - 2016		2	6	-4	
DC3 Double Credit 2015 - 2016		+ 2			
EI3 Credit 2015 - 2016			- 4		
Total with Extra Credits		4	2	2	
5 Year Subtotal		10	5	5	

Bonus credit is detailed on the Balance Sheet. Remember this counts in semesters

Calculating your TE Standing:

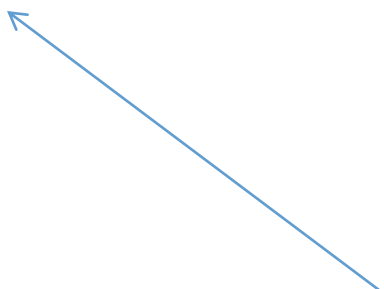
$X(\text{number of imports}) - Y(\text{number of exports}) = Z$ (may be a positive or negative number)

$Z/X = A\%$ (may be a positive or negative number)

TE program updates and reminders

Ms Testy Tester
Associate Director
TE TEST SITE
123 County Road
Tuition Heights, XP 12345

Participation Fees	\$140.00	(4 exported students)
Double Credit Participation Fees	\$35.00	(1 double credit students)
Fees Paid	\$140.00	
Balance Due	\$35.00	



Don't forget to review your Participation Fees statement
There is a cost of \$35 per DC 3 import credit

A current listing of the 11 Tuition Exchange approved exchange programs

1. Council of Independent Colleges (CIC)
2. Council for Christian Colleges and Universities (CCCCU)
3. Catholic College Cooperative Tuition Exchange (CCCTE)
4. Association of Jesuit Colleges and Universities (AJCU)
5. Evangelical Lutheran Churches in America (ELCA)
6. Associated Colleges of the South (ACS)
7. Great Lakes Colleges Association (GLCA)
8. Associated Colleges of the Midwest (ACM)
9. Association of Presbyterian Colleges and Universities (APCU)
10. Association of Colleges in the Twin Cities (ACTC)
11. International Association of Baptist Colleges and Universities (IABCU)

2016-17 action and notification

- Continuing students

- **Export schools**

- Review your Annual Report
 - If a student is not listed – contact Janet Dodson
- Confirm that all eligible students have been re-certified
 - If you see Re-certify you need to click the box to change it to re-certified

Exports for 2015-2016						
	Start Date	Exp. Date	Semesters Remaining	EI3 for 2015-2016		Re-certify 2016-2017
	9/1/2015	1/1/2016	0	Yes <input checked="" type="radio"/>	No <input type="radio"/>	n/a
	9/1/2015	1/1/2017	2	Yes <input checked="" type="radio"/>	No <input type="radio"/>	Re-certified
	9/1/2015	1/1/2016	0	Yes <input checked="" type="radio"/>	No <input type="radio"/>	n/a
	9/1/2015	6/1/2017	3	Yes <input type="radio"/>	No <input checked="" type="radio"/>	Re-certified

Tuition, Exchange	9898	HBP	9/1/2015	6/1/2019	7	Yes <input type="radio"/>	No <input checked="" type="radio"/>	Re-certify
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When you click Re-certify the screen below displays. Confirm all is correct and click Submit

Scholarship Re-certification of Eligibility

School Year:	Re-certification for 2016-2017
Student First Name:*	Exchange
Student Last Name:*	Tuition
TE ID:*	9898
Please enter a 4-digit number.	
Permanent Address:	3 Bethesda Metro Center
	Bethesda, MD
	Bethesda, MD
Student E-mail:	info@tuitionexchange.org
Parent/Guardian Name:	Janet Dodson
Parent E-mail:	jdodson@tuitionexchange.org
Importing Inst:*	HBP (XP) ▾
Comments:	<input type="text"/>
	<input type="button" value="Submit"/>

Scholarship Re-certification of Eligibility

Application processed successfully.

[Back to Annual Report](#)


Parent has been notified of re-certification.

Student has been notified of re-certification.

Once you SUBMIT the following Information is provided to you on screen

2016-17 action and notification

Exports - New Forms				
Date	Student	TE ID	Imp. Inst	Year
11/13/2015	Dodson, Janet	1375	HBP	2016 - 2017
01/07/2016	Doe, John J	1111	HBP	2016 - 2017
03/29/2016	Tuition, Exchange	9898	HBP	2016 - 2017



The Export school now waits for the Import schools approval action

Import schools please confirm continued support as soon as possible once grades are confirmed.

More information will be shared in the May newsletter

2016-17 action and notification

Import School
Continuing student
Update Scholarship
Amount - no commas,
no dollar sign, no
decimal

Typically 4 years

Click YES

Be sure to click

School Year:	2016 - 2017
Student Name:	Exchange Tuition
TE ID:	9898
Exporting Comments:	
Exporting Inst:	TE TEST SITE Ms Testy Tester, Associate Director 402.418.1081 rshorb@tuitionexchange.org ; janet.dodson@doane.edu ; klev@tuitionexchange.org
Importing Inst:	HBP Linda Martin, 301-733-2000 lindag@hbp.com
Scholarship Amount:*	<input type="text"/> Must be a number
Years:*	<input type="text"/>
Approved:*	<input type="radio"/> Yes <input type="radio"/> No
Comments:	<input type="text"/>
	<input type="button" value="Submit"/>

2016-17 action and notification

Export school knows the Import
School approved the student →

Imports - Approved Forms				
Date	Student	TE ID	Exp. Inst	Year
03/29/2016	Tuition, Exchange	9898	TE TEST SITE	2016-2017

- Continuing students

- If you recertify a student and they don't return or lose eligibility
 - Update the expiration date
 - Editing Student Click on the student select

Editing
Students
Contact Information and Password

Drop Student at End of This Semester

Drop Student at End of Last Semester



2016-17 action and notification

- New TE scholar – **Export School** enters first time applicant
Scholarship Certification & Application

School Year:	2016 - 2017
Student First Name:*	Exchange
Student Middle Name:	
Student Last Name:*	Tuition
TE ID:*	8989
Please enter a 4-digit number.	
Student E-mail:*	jdodson@tuitionexchange.org
Telephone:*	123.123.1234
Permanent Address:*	3 Bethesda Metro Center
	Bethesda, MD 20814

2016-17 action and notification

New TE scholar application

Export school sees

Exports - Decision Pending				
2016 - 2017				
Date	Student	TE ID	Imp. Inst	Year
03/29/2016	Tuition, Exchange	8989	TE TEST SITE	2016 - 2017

Import school sees

Imports - Decision Pending				
2016 - 2017				
Date	Student	TE ID	Exp. Inst	Year
03/29/2016	Tuition, Exchange	8989	HBP	2016 - 2017

2016-17 action and notification

Import school confirms the student's TE award

Approved – YES

Rejected – No – either by the student or the Importing school

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:	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
Enrolled:	<input type="checkbox"/>
<input type="button" value="Submit"/> (Update application)	

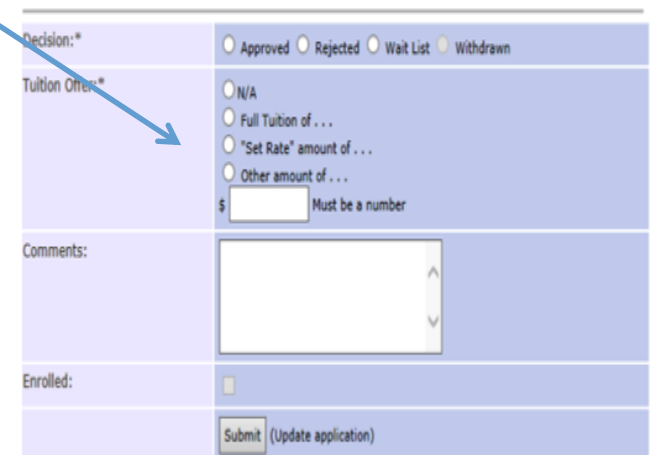
Must provide a dollar figure. No commas, no decimals or \$ sign

2016-17 action and notification

- After May 1, TE Central will open-up the ENROLLED box
- Working with Admissions, please confirm the Imports you approved are planning to attend your school
- If YES – click the ENROLLED box.

WARNING!!! This action places the student in the category of WITHDRAWN for all other school choices.

If NO – click REJECTED – this does nothing to the student's record at any other school. It does move the record at the EXPORT school to an updated status.



The screenshot shows a web form with the following sections:

- Decision:** Radio buttons for Approved, Rejected, Wait List, and Withdrawn.
- Tuition Offer:** Radio buttons for N/A, Full Tuition of . . ., "Set Rate" amount of . . ., and Other amount of . . . Below this is a text input field with a dollar sign (\$) and the instruction "Must be a number".
- Comments:** A large text area with a scroll bar.
- Enrolled:** A checkbox.
- Submit:** A button labeled "Submit (Update application)".

A blue arrow points from the text "nothing to the student's record at any other school" to the "Rejected" radio button.

2016-17 action and notification

- TE Central is creating step-by-step instructions for How to Enroll a student
- These instructions will be shared prior to May 1
- Stay tuned

TE Central happenings

- Preparing for Early FAFSA
 - March, 2016 webinar's focus was Early FAFSA
 - Available in the TELO Only Resource Section inside the 2015-16 Training folder
 - TE Central will provide two calendar years to be open at once
 - We will keep you in the loop
- TE EZ application
 - Created a TELO work group to help brainstorm
 - Met once so far and working through the great suggestions
 - The TE EZ application will NOT allow families to approve their own applications
 - The application is still routed through you for review and action
 - Target date is Fall, 2016 for 2017-18 TE applications

TE Central happenings

- Security updates coming soon
 - With the TE EZ application comes the need to tighten site security
 - The TE EZ application will collect birthdates 😊😊😊
 - In the process of moving TELO Resource Section sign-in to your OPEID
 - Sent an email to 16 schools whose OPEID I could not find
 - if you have not responded please do so soon
 - If you did not receive an email from me, I found yours 😊
 - Late summer we will move to individual sign-on and TE Central will no longer have access to your password
 - If you forget it, you can updated it on your own
 - We will also be able to track who made what changes to what record
- Stay tuned as much is happening behind the scenes to make the TELO Portal easier to navigate

TE Central happenings

- May 1 TE opportunities service
 - As in past years, the week of April 15 TE Central will ask you to respond to a questionnaire regarding capacity and available TE scholarships at your school for Fall, 2016
 - You will need to provide your response no later than May 5 but the list is fluid so we can add or delete as needed throughout the summer
 - TE Central will post on the front page of our website a generic announcement about TE member schools still have openings for TE scholars
 - TE Central will provide a listing of all schools who respond indicating TE available spots
 - This listing will remain on the front of the website until at least August 15
 - Complete instructions and information will follow soon

Let's recap

- TE program updates and reminders
 - Export/Import 3 (E/I3)
 - Double Credit 3 (DC 3)
- 2016-17 action and notification
 - Continuing student recertification
 - New student certification
- TE Central happenings
 - Preparing for Early FAFSA
 - TE EZ application
 - Security updates coming soon
 - May 1 TE opportunities service

Thanks for joining us today



- See you next month when our webinar topic is End of Year Close out.
- Sign-up is available on the front page of the TE homepage – right hand corner inside the calendar.

Questions – please contact Janet Dodson at jdodson@tuitionexchange.org or by phone at 402.418.1081

This webinar was recorded and is available, along with the supporting documents shared, inside the TELO Only Resource section of the website. Filed inside the 2015-16 Training folder.

Thank you for all you do to support Tuition Exchange and our students.