



Inside this issue

Membership Dues	2
Dues and Fees increase	2
Training News.....	3
NEW TELO Training...	3
TELO Portal update ...	4
Confirming 2017-18	
IMPORTS	4
Tuition Exchange EZ App	5

SUMMER 2017 NEWSLETTER

It's end of year clean-up time

2017-18 Tuition Exchange Academic Year is scheduled to open July 7.

TE Central plans to close the 2016-17 Tuition Exchange year over the weekend of July 8.

It is important that all 2016-17 Tuition Exchange business is finalized before July 7.

Review your Annual Report review one last time confirming all is correct and complete.

Items requiring review and possible updating include:

All eligible EXPORTS are RECERTIFIED;

All IMPORTS are eligible for TE funding again in the Fall—see page 4 of this newsletter for visual instructions;

Print and save a final copy of your Annual Report;

Print and save a final copy of your Participation Fee invoice; and

Print and save a final copy of your Balance Sheet.

While TE Central maintains a copy of Annual Reports and Balance sheets, it is important that you do too.

Did you know that TE Central creates Visual Snippets?

Visual Snippets are available to help you “see” the order of operation when updating a student record. TE Central stores all snippets inside the TELO Only Resource Section.

Remember the login credentials and password for the TELO Only Resource Section are generic. If you don't recall the details, check out the TE Portal Welcome page. Look for training announcements by scrolling toward the bottom, and you will find the login details.

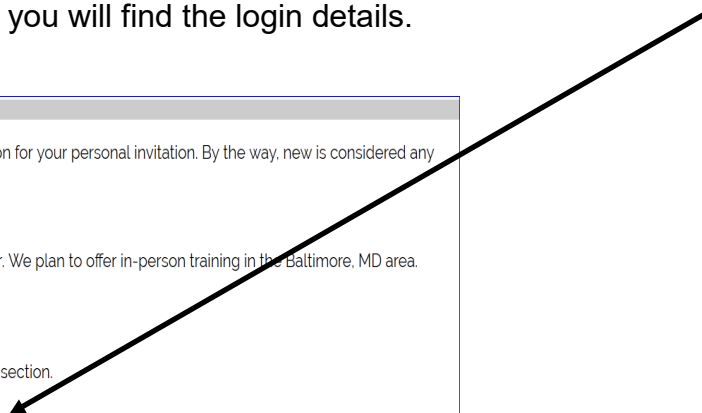
opportunities! Training opportunities! Training opportunities!

For Summer, 2017 TE Central is hosting NEW TELO webinar training. Contact Janet Dodson for your personal invitation. By the way, new is considered any TELO wanting a refresher. Be sure to join us.

TE Central plans to host three in-person training events during the 2017-18 academic year. We plan to offer in-person training in the Baltimore, MD area. Tampa, FL area in January; and Tulsa, Oklahoma City area in late spring.

Any past webinar, recordings and handouts are available inside the TELO Only Resource section.

Need the login and password details for TELO Only Resource section - see below





June 12 Membership dues invoices to be emailed June 12

TE Central is emailing school member Dues Invoices on June 12. The payment of dues has a due date of July 1. TE Central understands that many schools fiscal year begins July 1. We reserve the right to access a late charge, if payment is not received in full by August 1.

Since this process can take up to two weeks to be fully set-up, we suggest you explore this payment option as soon as possible.

If your Accounts Payable Office requires an updated W-9 form, click on W-9 for the latest form.

Tuition Exchange Central does not accept credit cards.

However, we are happy to help you set up Tuition Exchange as an ACH vendor. Kristine Lev is the contact for this process.

Dues and Participation Fee increase effective July 1



As TE Central shared in October 2016, we are implementing an increase in both the 2017-18 membership dues and participation fees.

Your July 2017 Dues invoice will reflect a \$50 increase. The \$50 increase is the first increase in seven years. With the many enhancements to the website, the TE portal, the launch of the EZ application, plus the monthly training opportunities, we know you recognize the value of your TE membership.

Your 2017-18 Tuition Exchange dues payment is \$550.

Beginning with the Fall 2017 Annual Report, Participation Fees increase \$5 per. Your 2017-18 individual Participation Fee is \$40 per enrolled Tuition Exchange export or recorded DC 3 student.

Tuition Exchange does not prohibit schools from charging a reasonable user fee to all families seeking TE opportunities. Please make sure any fee charges are constant and well explained.



TE Central monthly TELO webinars begin again in August. The annual training announcement will be emailed early August and posted on the calendar on our website.

All TELO webinars are recorded and posted inside the TELO Only Resource section along with any shared materials.

If you have suggestions for TELO webinars, please share those training ideas with Janet.

NEW TELO Training webinars are available for registration now!

New TELO Summer Training Webinar option occurs several times. Please register for the date and time that works best for you:

<https://attendee.gotowebinar.com/rt/6441958745652333825>

Are you a recently appointed TELO at your school? Are you feeling a bit overwhelmed? Confused about what to do next? Join Janet Dodson for a 60 minute TE duties and website review. The webinar repeats June 15, July 6, July 27, and August 3.

Please sign-up for only one of the webinars. Registration is limited to 50 attendees. I will email materials in advance and for attending a special goody box will find its way to your mailbox. Yum!

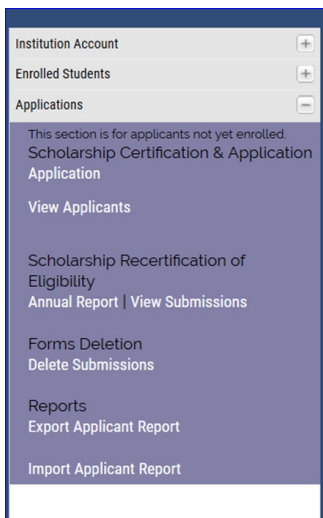
After registering, you will receive a confirmation email containing information about joining the webinar.

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HELP! The TELO PORTAL DETAILS DON'T LOOK THE SAME...

Step 1 – Click on all minus signs which then change to plus signs.

This action brings the Applications menu to the top.



For each continuing student who is considered eligible:

The Import schools needs to provide the 2017-18 scholarship amount. Remember, no dollar, no comma, and no cent's signs.

The Year is 2017-18. Click yes on the Approved line*.

Add comments, if necessary. ALWAYS Click Submit.

*If the student is NOT approved, please add a comment and click the NO option.

How do I confirm continuing 2016-17 Imports are ready for 2017-18?

Step 2 Inside the Application menu click to OPEN the View Submissions option. Then click on the individual student

Scholarship Recertification of Eligibility Submissions

Imports - New Continuing Forms				
Date	Student	TE ID	Exp. Inst	Year
01/03/2017	Berg, Colin	2726	Roger Williams University - RI	2017-2018
09/12/2016	Donovan, Meghan	9540	Loyola University Maryland - MD	2017-2018
12/05/2016	Hellwarth, Camryn	2342	Allegheny College - PA	2017-2018
09/23/2016	Riddick, Hallie	0565	Hanover College - IN	2017-2018

Imports - Approved Continuing Forms				
Date	Student	TE ID	Exp. Inst	Year
02/22/2017	Willis, Ann	1673	University of Florida - FL	2017-2018

Step 3—Click on EACH continuing student meeting the academic renewal criteria to approve the student of the 2017-18 Academic year. These student applications are certified eligible by the EXPORTING school. Now it is the IMPORT school's responsibility to update eligible continuing student records.

School Year:	2017 - 2018
Student Name:	Colin Berg
TE ID:	2726
Exporting Comments:	
Exporting Inst:	Roger Williams University - RI Ms Amy Lanoie, Employment Coordinator 401-254-3190 alanoie@rwu.edu
Importing Inst:	Sarah Lawrence College - NY Mrs. Imelda Pleitez-Santana, Human Resources Generalist 914-395-2364 ipleitez@sarahlawrence.edu
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"/>

If the Import Recertification process is successful your screen pops up with the message found to the left.

Scholarship Recertification of Eligibility Submissions

Update Successful

[Back to Main Menu](#)

Tuition Exchange EZ Application is open for 2018-19

Tuition Exchange Central is pleased to announce the EZ application is open and accepting new student applications for 2018-19.

Please take a few minutes to review the EZ application. The application is available on the Family Portal. The EZ application allows the family to complete the application. If data entry errors occur, it is not because you are not able to decipher another person's *chicken scratch*.

To ensure that employees understand who is eligible for Tuition Exchange export, please share TE policies with all employees.

Remember not all employees access or have access to a school email account. Think about providing this information at the Annual All-Employee meeting, to supervisors to share at staff meetings, or at meetings with a dedicated agenda updating employees on benefits and other opportunities because of their employment.

TE Central strongly cautions TE members not to use language that implies Tuition Exchange is an employee benefit. The Tuition Exchange award is available to eligible families because of their employment status. It is important to stress to all staff and their family members that just because the employee's dependent is certified for export, there is no guarantee that the student will receive a Tuition Exchange scholarship award at selected schools.

Finally, encourage all families to look at several schools, not just one. Tuition Exchange is like a shopping experience. For example, many pairs of shoes fit, but that does not stop us from trying on several more pairs.

Encourage families to be prepared to consider similar options. Parents need to be ready to make college visits and complete the entire application process for admission consideration as well as Tuition Exchange review. Few

The Annual Tuition Exchange Board of Directors Meeting is June 23, 2017 in Washington, DC. If there is anything you wish Bob or Janet to share with the Board, please email either of us for review and potential Board consideration.

Tuition Exchange is attending the following conferences this year:

Look for Janet at NASFAA in San Diego in June; Janet and Bob are attending NACAC in Boston in September; Bob is attending CUPA-HR in San Diego in September; and Janet will attend RMASFAA in Wichita in October.

We look forward to saying hello.

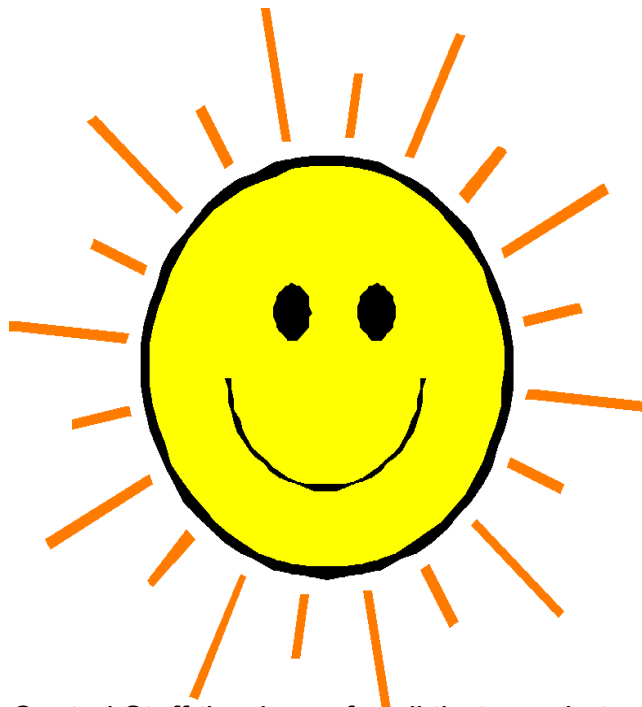
Hello
my name is

Tuition Exchange Important Reminders:

- It is important that all TELO's: review your Mandatory Profile information;
- Mandatory Profile information is reviewed daily by families seeking Tuition Exchange assistance;
- Mandatory Profile information must be complete and correct; and
- To add or update TELO information, contact Janet for assistance.

TE Staff contact information

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The TE Central Staff thank you for all that you do to support higher education opportunities at TE Member schools.
We hope the sun is shining where you are!

Be sure to get outside and enjoy the sunshine. JD.