

Today's focus

# CONTINUING STUDENTS

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Open doors.  
New opportunities.



# Continuing students

Re-certification

Eligible employment

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# Re-certification

## Export school responsibility

Is the parent still an eligible employee?  
Enrollment Report is the vehicle (see next slide).  
Export challenge missing the first name.  
Export schools can update the first name.

## Import challenge wrong expiration date

Confirm with the Export school before asking for the expiration date to be extended.  
TE Central updates the expiration date.  
Email TE Central and copy the EXPORT TELO.  
Share the student's name, TEID #, and the new expiration date



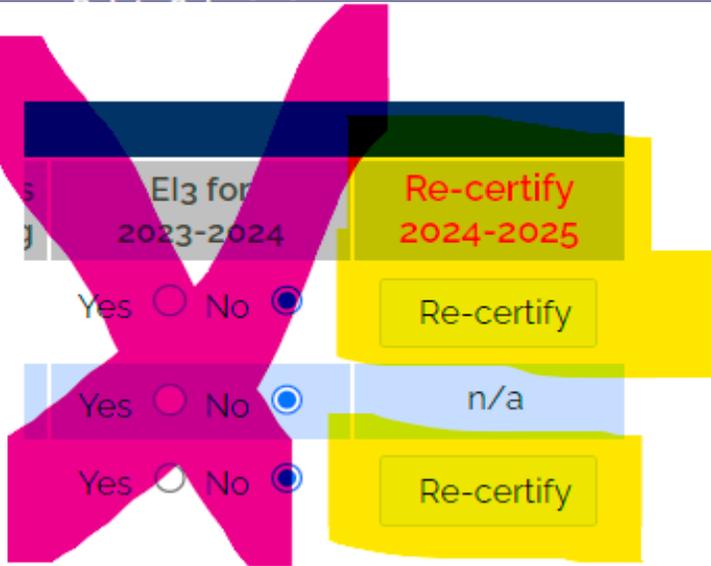


# Re-certification Reminder Sheet

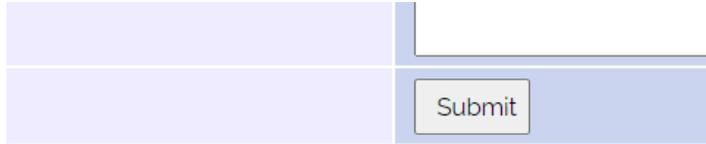
## Enrollment Report - Export students

Export schools are confirming employee eligibility only.

- ▶ Click on the word Re-certify for each eligible.
- ▶ The student's record opens.
- ▶ Scroll to the bottom of the record and click the word submit.
- ▶ Emails are sent to the parent and student if:
  - ▶ Valid email addresses are present.
- ▶ The status changes to Re-certified.
- ▶ Once re-certified, the record can not be returned to recertify.
- ▶ The E/I 3 program is defunct. Do not click the yes or no in that column.



# Re-certification Worksheet



A screenshot of a web form with a light purple header and a blue footer. A white button with the text "Submit" is located in the footer area.

## Scholarship Re-certification of Eligibility

Application processed successfully.

[Back to Annual Report](#)

Parent has been notified of recertification.

Student has been notified of recertification.

Re-certified

## Enrollment Report – Export students

- ▶ Click on the word Re-certify for each eligible student.
- ▶ Scroll to the bottom and click the word submit.
- ▶ Emails are sent to the parent and student if valid email addresses are present.
- ▶ The status changes to Re-certified.



## Re-certification of Eligibility



noreply@tuitionexchange.org  
To: jdodson@tuitionexchange.org

A re-certification for your Tuition Exchange institution has been submitted for **Name of student**.

The application was submitted by liaison **Name of EXPORT TELO** at SAMPLE Exchange.

The application is available inside your Tuition Exchange portal under View Submissions.

If you have a problem accessing this application, please forward this e-mail to [jhanson@tuitionexchange.org](mailto:jhanson@tuitionexchange.org) (Application ID: 474041)

- ▶ The email is a notification to the IMPORT school that a student's TE application has been re-certified for the 2024-25 school year.
- ▶ Do not forward this email to families because the information only confuses them.



# Sample parent/student email response

- ▶ Sample email the parent and student receive. The email is sent from [noreply@tuitionexchange.org](mailto:noreply@tuitionexchange.org). Should the recipient reply to the email – a bounce back email sharing the email box is not monitored and parents/students should contact their Export/Import TE Liaison Officer (TELO)

Tuition Exchange Application from SAMPLE Exchange



noreply@tuitionexchange.org  
To jhanson@tuitionexchange.org

Dear Danielle Downie,

Your Tuition Exchange application for re-certification on behalf of [REDACTED] has recently submitted.

If you have questions regarding next steps please contact [REDACTED] at SAMPLE Exchange where your application was submitted.

Thank You

The Tuition Exchange | 3 Bethesda Metro Center – Suite 700 | Bethesda, MD 20814 | 301-941-1827

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# Biggest employee misconception

Re-certification means the EXPORT student is eligible.

WRONG – if the employee leaves their job, the student loses TE eligibility, regardless of when.

Please be sure any TE information shared refers to TE as a scholarship and NOT an employee benefit.



# Eligible employee issues

## Export

- Export school responsibilities:
  - The export school considers the employee eligible; therefore, the Import school should not be questioned.
  - Export school keeps the employee eligibility record current.
  - Should the employee depart, the Export school updates the enrollment report and emails the Import school directly.

## Parent

- Parent leaves original school and is now working at another TE member school.
  - Original TE school updates the expiration date for the student.
  - Employee meets new employer's eligibility guidelines.
  - Employee completes a new TE scholarship application once eligibility is met.

## Parent

- The parent leaves the original school and is working at a non-TE school.
  - The student is no longer eligible for a TE scholarship.
  - The original TE school updates the expiration date for the student and emails the Import school directly.

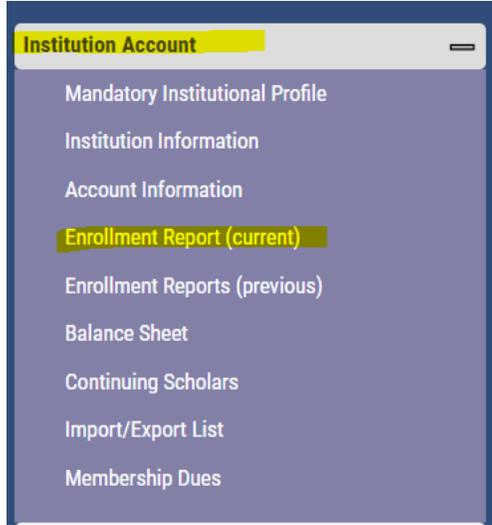


# Dues and Fees

- ▶ Changes to Participation Fees and Annual Dues
- ▶ 2024-2025 Dues are \$600
- ▶ All Participation fees increase to \$50 per successful export



# Participation fees



- ▶ After clicking the submit button on your 2023-2024 Enrollment Report, the P-fee invoice is generated.
- ▶ Should outstanding p-fees need to be paid, the user is presented with options. If the school prefers to pay by check, printing the invoice is also an option for Accounts Payable.
- ▶ All Participation Fees are due upon receipt. Please check your Enrollment Report confirming your school is paid in full.

The basic tuition for 2021-2022 academic year: \$ 0.00

Value of your Tuition Exchange Scholarship for 2021-2022: \$ 0.00

Total number of extra credits for full room for 2021-2022: 0

Double Credit (DC) Import Credits 2021-2022: 0 (0 Students)

Your e-mail address: [email address]



# Website updates

- ▶ The website is a continuous project in motion.
- ▶ Training materials are posted after each live webinar inside the Liaison Officers – Training Calendar section.
- ▶ Please make sure your institutional section is clear. Suddenly, families and students ask questions that make many go HUM, UGH, or ???
- ▶ Take the time to look again and revise if necessary.



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Al Akhawayn University in Irbid - AMR EIS School

Mandatory Training

- Institution Account +
- Enrolled Students +
- Applications +
- School Listings +
- Instructions +
- Special Programs and Options +



Announcements

RECERTIFICATION for eligible 23-24 TE scholars will be available beginning February 15.

The 2024-25 Set rate will be \$42,000. Schools with an annual tuition of more than the established rate can offer TE scholars the set rate. Schools with an annual tuition of less than the annual set rate must provide tuition. The cash can include state, federal, and institutional grants.

Changes to Participation Fees and Annual Dues

Participation fees increased by \$5.00 in 2022-2023, from \$40 to \$45

Dues will increase in July 2023 by \$50.00, from \$550 to \$600

Participation fees will increase by \$5.00 in 2024-25, from \$45 to \$50

Set-Rate update

Optional Set-rate for 2022-23 is \$40,000

Optional Set-rate for 2023-24 is \$41,000

Important updates are posted to the TELO portal

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# Thank you!

- ▶ Thank you for all you do for your employees, students, and higher education.
- ▶ TE Central appreciates you!
- ▶ Stay healthy!

