Fall Enrollment Review Process for TELOs

Heidelberg University - OH

Fall 2025

Liz Rihl Lewinsky, Associate Vice President, Tuition Exchange

TUITION EXCHANGE
Open doors.
New opportunities.

Today's Agenda:

- TELO System Reminders
- Enrollment Review Process: Who, What, When & Where!
- Eligibility Remaining
- Deferred Admission, Summer School, Extending Eligibility, Leave of Absence
- Daily Digest Emails, Reports & Change Logs
- Q&A

TUITION EXCHANGE
Open doors.
New opportunities.

TELO System Reminders:

- **Cohort year:** Year student begins receiving TE. **Stagnant.**
  - Old TELO system-ALL **continuing** students moved with cohort year of **2023-2024**
- Continuing students **DO NOT** re-apply each year.
  - Exceptions: transferring & parent separation from employer
- **TELOs** control whether their school is grayed out on TE app
  - Export & Import application deadlines under ***Annual Aid Year School Information***
- Primary TELO controls school **Users**
- Students: No status email notifications

TUITION EXCHANGE
Open doors.
New opportunities.

Enrollment Review: Who, What, When & Where!

- Underlying Assumption: a first-time TE recipient has 8 semesters of eligibility
- Once Import school marks a student *Enrolled* for the first time, they remain enrolled until the Import school reports otherwise (or Export school marks them as "No Longer Eligible").
- Report ***exceptions*** only (withdrawals, denials, etc.).
- **Import schools** update any **NEW** 2025-2026 cohort students to ***Enrolled*** if they enrolled for fall 2025. All other new 2025-2026 students who did not enroll must also be updated.
- No more annual recertification!

Fall Enrollment Review Due September 30, 2025

TUITION EXCHANGE
Open doors.
New opportunities.

Enrollment Review: EXPORTS

- **Step #1:** Review **Exports** (ALL years) to confirm they remain eligible.
  - Send list to HR to review.
  - If no longer eligible, update Export status.

TUITION EXCHANGE
Open doors.
New opportunities.

Enrollment Review: IMPORTS

- **Step #2:** Review all **Continuing Imports** to confirm fall enrollment.
  - Update any not enrolled to correct status; otherwise, no action required!
- **Step #3:** Review & update all **NEW** Fall 2025 entering Imports.
  - "Enrolled" Import status available 8/15/25
  - Update to "Enrolled" Import status if enrolled.
  - Update to appropriate Import status if *NOT* enrolled.

- FACHEX Schools: Confirm *Exchange Program* (TE/FACHEX) is accurate. TE is the default program. Update as necessary (under *Imports/Applications*).
- Double check! Obtain a list from Financial Aid or Student Accounts of all students with a 2025-2026 TE (or FACHEX) Scholarship and verify they appear on your Import list as Enrolled!

TUITION EXCHANGE
Open doors.
New opportunities.

Enrollment Review: LAST STEP!

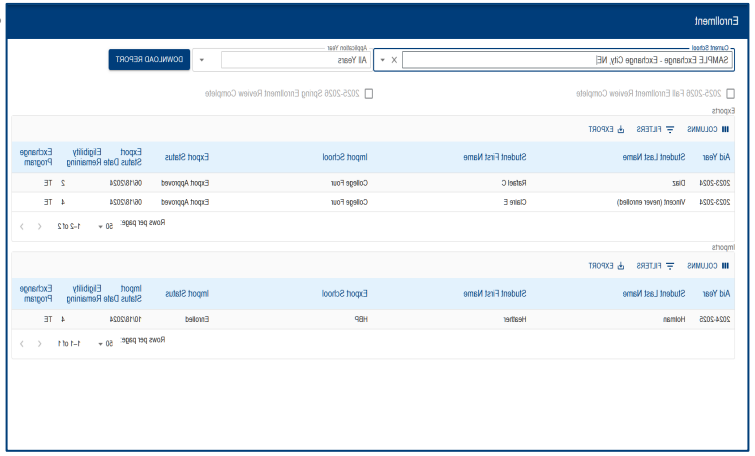
- **Step #4:** Go to *Reports, Enrollment*, check box/enter date "2025-2026 Fall Enrollment Review Complete"
  - Complete **by September 30th**!
  - Download Enrollment Report and save copy for your records
  - **Do not select a year!** Remember: Application Year drop-down will only pull those in that year's cohort.
    - **If you select 2025-2026 as the year, you will exclude all CONTINUING TE Scholars.**
  - **First 100** to submit fall enrollment report entered into a raffle for a $50 Amazon gift card!

New Step!!

TUITION EXCHANGE
Open doors.
New opportunities.

Who Appears on Your Enrollment Report?

- Your **Exports** that are **Export Approved** & **Enrolled** by their Import school.
- Your **Imports** that are **Enrolled** at your school.
- Your LOA students.



Reminders:

- The **IMPORT TELO** marks student ENROLLED.

- If the student is no longer attending the Import school or has lost eligibility, it is the responsibility of the **IMPORT TELO** to update the student's Import status.
- If parent is no longer considered an eligible employee (or the dependent is no longer eligible based on the school's definition), **EXPORT TELO** updates student's record.
- If a 2025-2026 applicant is not updated to "Enrolled" by the Import school by 6/30/26, the application will be closed.

TUITION EXCHANGE
Open doors.
New opportunities.

TUITION EXCHANGE
Open doors.
New opportunities.

"Eligibility Remaining"

- ***Eligibility Remaining*** field (under Imports/Applications) updates when the student is initially marked *Enrolled*. *B*ased on *Student Classification* selected by student on TE EZ-Application.

- Pre-determined/Fixed "eligibility increments" occur in the system to update *eligibility remaining* "count" for **Enrolled** students on: December 31, March 15 (quarter/trimester schools only), May 31, August 15th.

- Field cannot be updated by the TELO or by the student once App is submitted

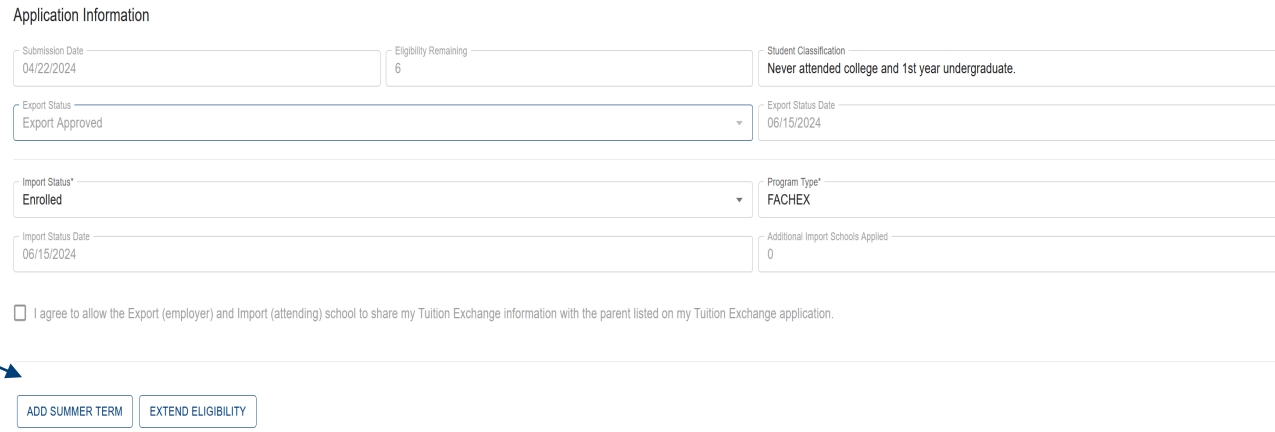
Student Classification	Semesters of Eligibility
First year, never attended college	8 (or 7 if spring term start) (12 for trimester/quarter schools)
First year, attended some college	8 (or 7 if spring term start) (10 for trimester/quarter schools)
Second year/sophomore	6 (or 5 if spring term start) (9 for trimester/quarter schools)
Third year/junior	4 (or 3 if spring term start) (6 for trimester/quarter schools)
Senior/5th year student	2 (or 1 if spring term start) (3 for trimester/quarter schools)
Graduate/Professional	4 (or 3 if spring term start) (6 for trimester/quarter schools)

TUITION EXCHANGE
Open doors.
New opportunities.

Deferred Admission, Summer School, Extending Eligibility

- **Admission Deferrals:**
  - Deferring a year? New App
  - Deferring to spring? No new app required

- **Summer School:** If student uses TE during a summer session, the student uses a term of eligibility. Click "Add Summer Term" under Imports/Applications-will reduce *Eligibility Remaining* by 1.

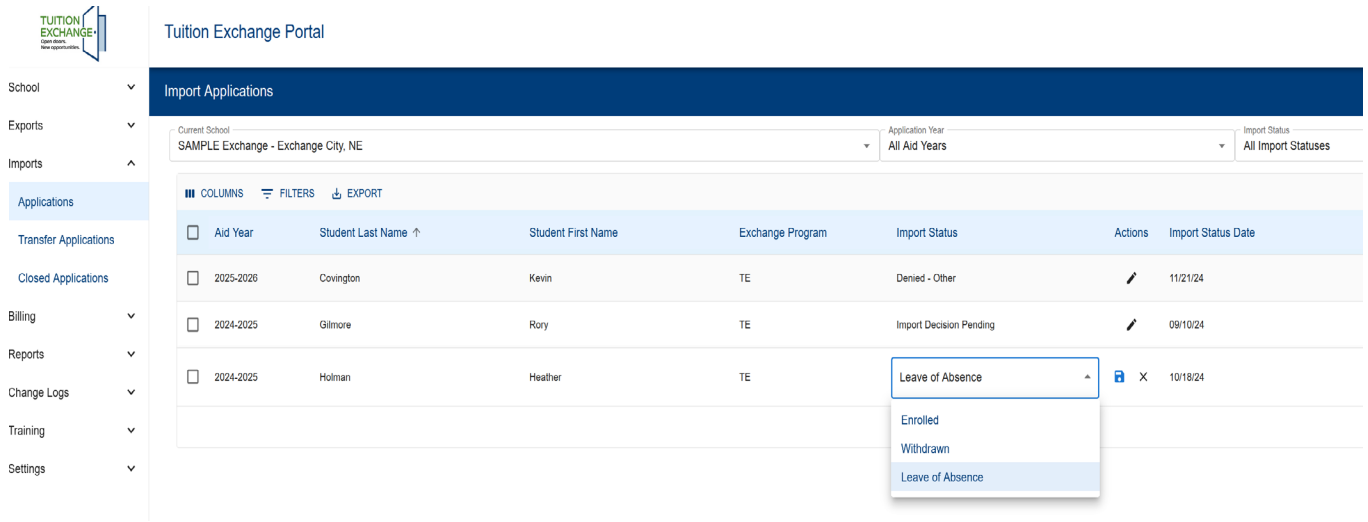


- **Extend Beyond 8 Terms**: Student needs an add'l. semester of eligibility to graduate: Click "Extend Eligibility" under Imports/Applications. Will extend eligibility one semester.

TUITION EXCHANGE
Open doors.
New opportunities.

Leave of Absence

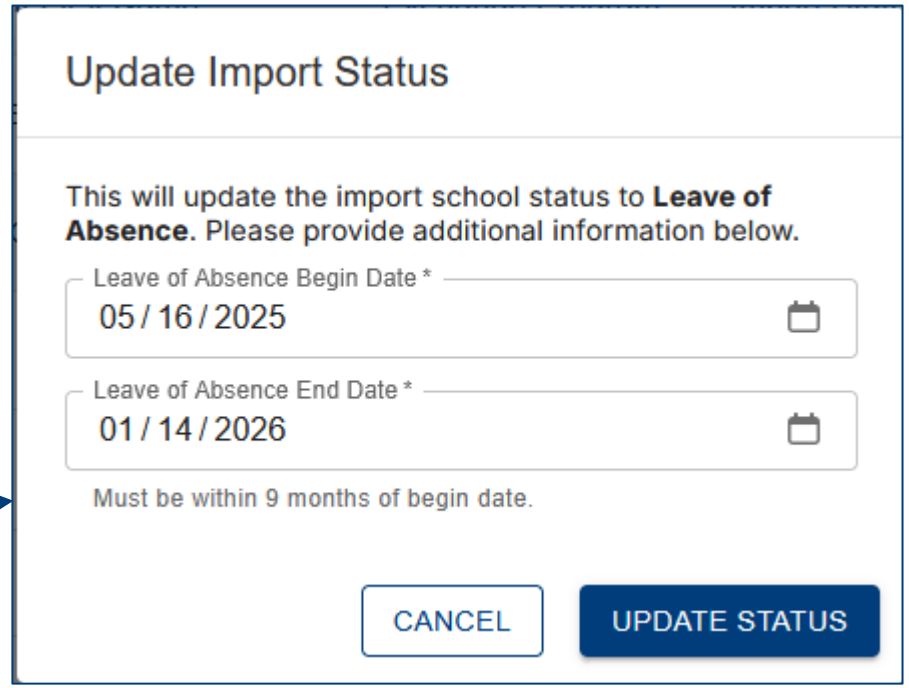
- Maximum LOA is **9 months**—if longer than that, app will expire and new app required.
- Import TELO updates Import status to LOA



TUITION EXCHANGE
Open doors.
New opportunities.

Leave of Absence

- Enter LOA Begin/End Dates.
- If student is not re-enrolled within 15 days of the LOA End date, the system will close out the application, updating Import Status to *Withdrawn*.
  - TELO can extend update LOA End Date **BEFORE** it expires. Once date is past, it cannot be edited.



TUITION EXCHANGE
Open doors.
New opportunities.

Daily Digest Emails

- Daily Digest Emails **Exports** (FYIs except for first one that requires action):
  - "There are new export applications awaiting Export Decision action:"
  - "The following export students have been enrolled by Import School."
  - "Following export students have been put on LOA by Import School."
  - "Following export students have been denied by Import School."
  - "Following export students have been withdrawn by Import School."

- Daily Digest Emails **Imports**:
  - "There are new Import Decision Pending applications awaiting action."
  - "There are new Import Decision Pending transfer apps awaiting action."
  - "The following Import students have an LOA expiring in 7 days."
  - "The following Import students have been denied by their export school."
  - "The following student applications have been closed due to reaching maximum eligibility usage."

TUITION EXCHANGE
Open doors.
New opportunities.

Participation Fee Invoices

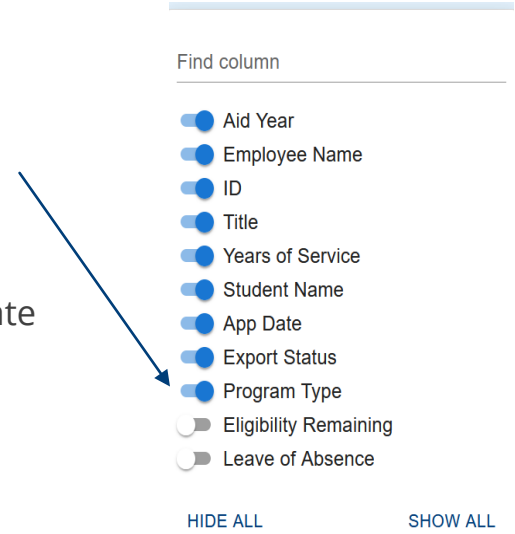
- Participation fee invoice ($55/Export) generate October 16th based on **TE Exports Enrolled** for 2025-2026 year. Due upon receipt.

- Avoid Import school partners doing a second request for late Export fees after they already paid their initial Participation Fee invoice—complete your review by September 30, 2025.

TUITION EXCHANGE
Open doors.
New opportunities.

Reports

- **Types:**
  - Exports
    - Missing last names, titles, student DOB - Export school can populate
    - FACHEX Schools: click Columns to add “Program Type”
  - Imports
    - FACHEX Schools: click Columns to add “Program Type”
  - Tuition (your institution only) but you can select “All Schools” to get amounts for all institutions
  - Leave of Absence
  - Export Stat/Import Stat
  - Payments



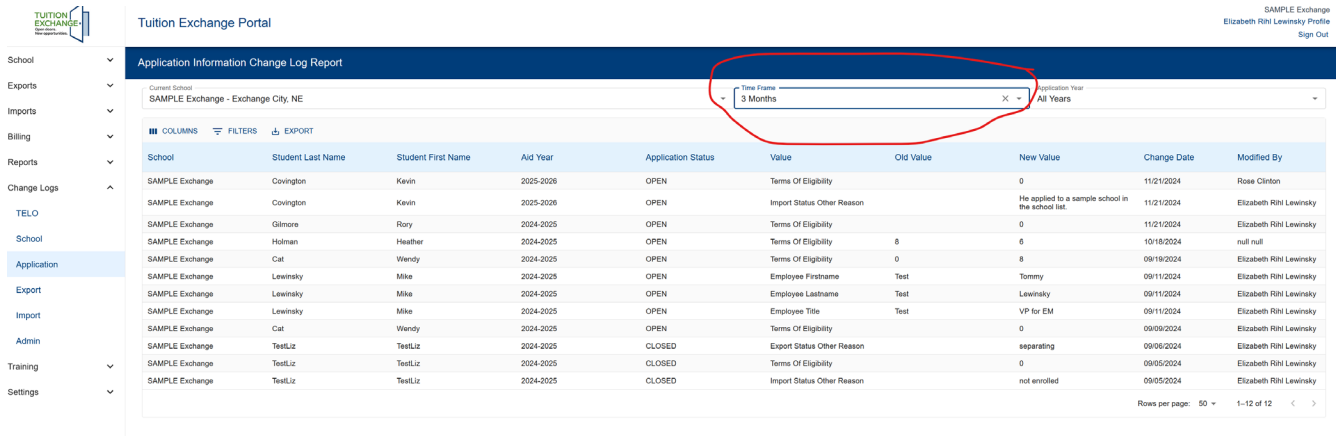
- Can select “Application Year” and “Status” (Export/Import)

- Can add/remove columns, filter using conditional logic & export to .csv file

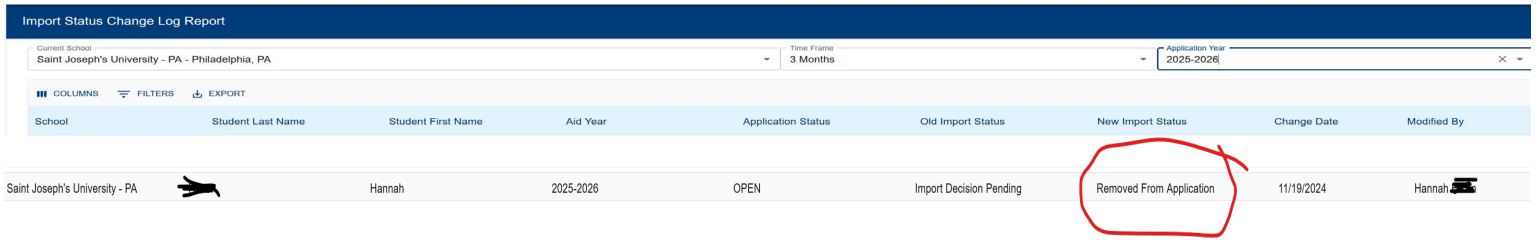
TUITION EXCHANGE
Open doors.
New opportunities.

Change Logs

- Application, Export & Import
- Be sure to select *Time Frame* field drop-down or no results!



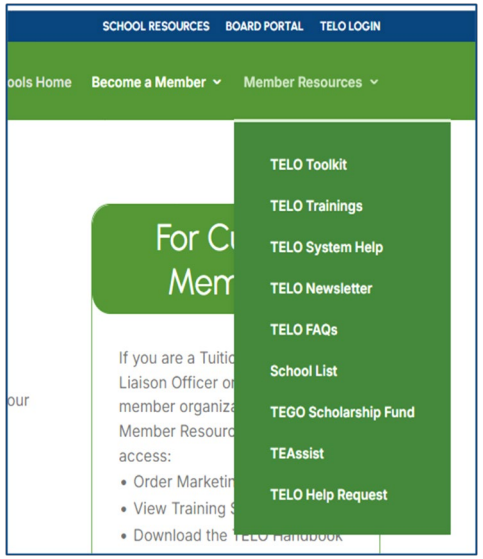
- Import application disappeared? Import Change Log will show if student removed your school from their app!



TUITION EXCHANGE
Open doors.
New opportunities.

TE Updates

- Become a Featured School in the TE School Search
- Please promote our Fall Family Webinars!
- Don't forget the **TELO Toolkit**, **TE Handbook** & **TELO System Guide**
- The **TAB** (TELO Advisory Board) meets quarterly—your voices!
- **TELO Tuesdays@2:00** for 2025! One-hour sessions offered the 2nd Tuesday of every month in 2025. Register HERE!
- ***TE Tickler*** newsletter
- TELO Help Request form



TUITION EXCHANGE
Open doors.
New opportunities.

TE Express Search

- Undergraduate data source: IPEDS
- Graduate data source: school survey (sent to TE schools offering TE @ grad level in March and June)
- More info. on TE Express Lead Generation/Featured School Option:

https://docs.google.com/document/d/1sczB93Bk5DLUacL2hSJTwUYkO93192SL/edit

TUITION EXCHANGE
Open doors.
New opportunities.

Questions?

Scan QR Code for a copy of PowerPoint

or access direct link: https://docs.google.com/presentation/d/1c6ajW-w0FXXvkcznwacqRRlPzFSN8gPT/edit?slide=id.p1#slide=id.p1

Recording will be posted to tuitionexchange.org (Member Resources/TELO Training) by 9/20.

TUITION EXCHANGE
Open doors.
New opportunities.

Thank you for attending!

TUITION EXCHANGE
Open doors.
New opportunities.