



TUITION EXCHANGE

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The TE Tickler | September 2025

Updates from TE Central

Complete Your Fall Enrollment Review!

Just a friendly reminder to please complete your TE Fall Enrollment Review **by September 30th**, before participation fee invoices generate in October. The first 100 TELOs to do so will be entered into a raffle to receive a **\$50 Amazon gift card**! Follow the steps below to complete your enrollment review:

1. Review all **Exports** to confirm they remain eligible according to your school's guidelines.
2. Review all **CONTINUING Imports** to confirm their fall enrollment. Update any no longer enrolled to the correct Import status.
3. Review and update all **NEW Fall 2025 entering Imports**. Update to *Enrolled* Import status if they are attending your school. If they are not attending, you must still update their Import status to the appropriate status.
4. Go to *Reports/Enrollment*, **check box/enter date** to confirm your 2025-2026 Fall Enrollment Review is complete and download your Enrollment Report for your records.

If you were unable to attend one of our August Fall Enrollment Review Process webinars, please consider registering for one of our remaining sessions. Click on a webinar below to register:

- **Thursday, September 11, 2:30 p.m. EST**
- **Tuesday, September 16, 11:30 a.m. EST**

What's the Deal with DC 3?

The DC 3 (Double Credit) option enables schools that participate in at least one other TE Central-recognized exchange program (CIC, CCCU, CCCTE, AJCU, ELCA, ACS, GLCA, ACM, APCU, ACTC, IABCU) and might be struggling to meet the TE requirement to offer a minimum of three NEW Import scholarships per year due to not having a large enough applicant pool, to receive credit for up to three Import students placed through other exchange programs, annually. The TE member school pays the \$55 TE participation fee per Import from another school to obtain the credit.

If DC 3 is an option your school needs to utilize this year, please complete the **2025-2026 DC 3 Import Form**. Please note that any DC 3 Import will NOT appear on your Enrollment Report in the TELO system but TE Central will count the Import in your program totals for the year.

If At First You Don't Succeed...

Do you have an
Export that

applied for TE for 2025-2026 did not receive it, enrolled at their TE school of choice and needs to re-apply for TE for 2026-2027 to be reconsidered but is encountering an issue? Please update the student's Export status on their 2025-2026 TE EZ-Application to *Denied-Other*. The student can then complete the 2026-2027 TE EZ-Application without issue.



Can I Check Off That Box?

With the new Enrollment Report review confirmation box TELOs now check off after completing their enrollment review each semester, some are wondering if they can do so even if all of their Exports enrolled at other TE schools are not appearing yet. Yes! By checking off the box, you are simply confirming you completed your enrollment review but your report will not be locked once you do so. The Enrollment Report is fluid so, as other schools are doing their work enrolling students, any of your Exports that are enrolled by their Import school will still get added to your Enrollment Report, even if you've already checked off that you've completed your review. TE Central does recommend you save a copy of your fall 2025 enrollment report for your records after September 30th.

October is P-Fee Time!

TE member schools will receive Participation Fee invoices via email on October 16th. As a reminder, the \$55 annual participation fee is paid by the Export school for any of their Exports that are Enrolled by their Import school for 2025-2026. For this reason, it is important that all TELOs complete their fall enrollment review by September 30th so participation fee invoices are correct.

Also worth mentioning - there is no convenience fee for paying any TE invoices by credit card. To enable another individual at your school to pay via credit card in the TELO system, please add that individual as a Billing User. Be sure to email Kristine Lev, klev@tuitionexchange.org if you DO add a new Billing User so she can waive their training requirement flag to give them system access.

TELO Tip of the Month

Did You Know...

If you need to extend an Import student's TE eligibility for an additional term, you can click "View Application" to open their application and simply click the EXTEND ELIGIBILITY button to add another term of TE eligibility. Just be sure to do so before their *Eligibility Remaining* count hits zero (0) or their application will automatically close out in the system when the next "eligibility increment" process runs (12/31 for the fall semester, 5/31 for the spring semester). The "eligibility increment" process adjusts the *Eligibility Remaining* count. Once the application is closed out, the student would have to re-apply again.

Have a new TELO or User?

Please email info@tuitionexchange.org or complete a **TELO Help Request Form** if you have a new User in the TELO system so we can provide them with links to the training videos they need to review in order to access the system. They may also choose to register for a **TELO Tuesdays at 2:00** session to fulfill their training requirement. Once they view the training videos or attend a live training, they should email info@tuitionexchange.org to notify TE Central so we can

Join Us for TELO Tuesdays@2:00!

Need an introduction to or just a refresher on the TELO system, have a specific TE question/situation, or are you just interested in learning more TELO system tips like the one above? Perhaps you have a new TELO system user at your school? Join us any second Tuesday of each month for a **TELO Tuesdays at 2:00** session. **Register Today!**

update their training flag accordingly and give them system access.



Fall Family Webinar Kick-Off!

TE Central will be hosting monthly family webinars this fall on the following topics:

- **Ready, Set, Search! Kicking Off Your TE College Journey**, Monday, September 22, 7:00 p.m.
- **Huddle Up: Understanding the Basics of Financial Aid, 529 Plans & TE**, Wednesday, October 15, 7:00 p.m.
- **Tackling TE!** Monday, November 17, 7:00 p.m.
- **TE Touchdown! Winning Strategies for TE Scholarships**, Thursday, December 4, 4:00 p.m.

Families can register for one or all of the above webinars via the **Family Webinars page**. Thank you in advance for promoting these webinars with your faculty and staff. Hopefully the more that attend, the fewer TE questions you will receive!

The Tuition Exchange

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