



TUITION EXCHANGE

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The TE Tickler | November 2025

Updates from TE Central

CIC & TE Collaboration

Beginning with the **2027-2028 award cycle**, which kicks off July 1, 2026, schools participating in the CIC-TEP (Council of Independent Colleges Tuition Exchange Program) will begin using The Tuition Exchange's TELO platform to administer CIC-TEP Scholarships and CIC-TEP students will apply for CIC-TEP using the TE EZ-Application. For the 350+ schools that cross-participate in both TE and CIC-TEP, this will streamline administration, just as it will streamline the application process for the students whose parents work at schools participating in both exchange programs.

Are you a TELO at school that participates in both CIC-TEP and TE? If so, register to attend an upcoming training webinar to learn more about how to manage both programs in the TELO system. Click a link below to register (Note: all times are EST):

- [Wednesday, November 19th, 2:00 p.m.](#)
- [Monday, December 8th, 2:00 p.m.](#)
- [Tuesday, December 16th, 2:00 p.m.](#)
- [Wednesday, January 14th, 2:00 p.m.](#)

Export TELO to the Rescue!

Have a 2025-2026 Export that applied for TE for the current year but did not receive it and is having trouble re-applying for 2026-2027? Be



Last Call!

There are still almost 100 TE schools that have not completed their fall 2025 enrollment review due September 30th. This is a critical task for TELOs to complete. If you did do your fall enrollment review, ensure you completed step #4 below. Thank you!

If you have not yet completed your fall 2025 enrollment review, please do the following as soon as possible:

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 a l l **NEW Fall 2025 entering Imports**. Update to *Enrolled* Import status if they are attending your school. If they are not attending, please update their Import status to the appropriate status.
4. Go to *Reports/Enrollment* and **check the box/enter date** to confirm your 2025-2026 Fall Enrollment Review is

a TELO hero! Close out the 2025-2026 Export application (update the Export status to *Denied-Other*) and let the student know they can now submit their 2026-2027 TE EZ-Application.

Invoice Reminders

If your institution did not pay your annual membership dues invoice, sent in early July, please do so by November 30th to avoid a late fee.

TE member schools also received Participation Fee invoices via email on October 16th. As a reminder, the \$55 annual participation fee is paid by the Export school for any Exports that are *Enrolled* by their Import school for 2025-2026. As always, there is no convenience fee for paying any TE invoices by credit card. If you have any invoice questions, feel free to direct them to klev@tuitionexchange.org. Thank you for your cooperation!

TELO Tip of the Month

Did You Know...

Have a student who needs more than eight semesters of TE eligibility? Did you know that you can extend an Import's TE eligibility one semester at a time if necessary by opening the application (click next to the Import application, click *View Application*) and by then clicking the **EXTEND ELIGIBILITY** button? You can do this more than once for a specific student. Just be sure to do so before the student's *Eligibility Remaining* field gets to zero because the system will automatically close out the application once that occurs. Eligibility increment processes run at the end of each semester to update students' *Eligibility Remaining* count accordingly.

Join Us for TELO Tuesdays@2:00!

Are you a new TELO? Do you 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?

Join us any second Tuesday of each month for a **TELO Tuesdays at 2:00** session. The 2026 calendar year TELO Tuesday dates have been added. **Register Today!**

complete and download your Enrollment Report for your records.



Need an Assist?

How about a TEAssist? If managing your school's TE program has become your night-time hobby or weekend project or if...

Your school could benefit from having a review of how you currently administer the TE program to ensure efficiency and best practices to leverage enrollments or...

You would love someone to manage all of your TELO system updates, including updating your Export and Import records and conducting your semester enrollment reviews or...

You would just like someone to conduct an annual, virtual TE information session for your faculty and staff to reduce the amount of questions you receive or...

You dream of having TE Central completely take over all TELO duties for your school and become the TE point-of-contact for your Export families and prospective Imports, manage your School Profile and all of your Export and Import application updates in the TELO system then...

TEAssist may be just what you need! TEAssist offers three tiers of assistance, as well as some single-use services that may be helpful.



TE De-Mystified

At TE Central, we receive many questions from TELOs and families each day; however, here are a few Q&As we receive on a regular basis from TELOs:

Q: Do I still need to balance my Imports and Exports equally?

A: No, the requirement to equally balance your Exports and Imports was eliminated in fall 2020.

Q: Can we still *Export Approve* the dependent of a retiring (or offboarding) employee for TE consideration even though they are no longer a full-time employee?

A: Just as TE member schools have flexibility in terms of the criteria they take into consideration when awarding TE Import scholarships, they determine their Export eligibility criteria. TE Central does not mandate any specific conditions for Export Approval.

Q: Can we *Export Approve* our employees (or their dependents or their spouses) to be considered for TE at the graduate level even though we do not offer TE at the graduate level to incoming Imports?

A: Yes! There is not a quid-pro-quo requirement in terms of the level of study/students you offer TE Scholarships to and the level of TE Scholarships your Exports can pursue.

Q: I have an Export who can't select my school on the 26-27 TE application. Why?

A: Assuming your 26-27 Export deadline has not passed (check your 26-27 *Annual Aid Year School Info.* view in the TELO system, which TELOs control), please ask them to send you a screenshot showing they are indeed completing the 26-27 application, and not the 25-26 application, and that they are completing all the required fields, including "state", above where they select the employer school in the drop-down.

Q: I have an Export who was not awarded TE for the current 25-26 year but wants to be considered for TE in 26-27, yet they can't submit a 26-27 TE EZ-Application when they log into their account. Why?

A: In order for a 25-26 applicant to be able to complete a 26-27 TE EZ-Application, the Export TELO must update the student's Export status to *Denied-Other* on the existing 25-26 application to close it out first. Remember-students that applied for TE for the 25-26 award year only need to complete a 26-27 application if they are transferring, didn't receive TE for 25-26 and are re-applying, or the parent separated from employment and is transitioning to another TE school.

The Tuition Exchange

3 Bethesda Metro Center, Suite 700, Bethesda, MD 20814 | 301-941-1827 | info@tuitionexchange.org



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