



TUITION EXCHANGE

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The TE Tickler | December 2025

Updates from TE Central

Last Call for CIC-TEP Training!

Are you a TELO at school that participates in both CIC-TEP and TE? If you have not already done so, please register to attend an upcoming training webinar to learn more about how to manage the CIC-TEP program in the TELO system. As mentioned in our last issue, CIC-TEP schools will begin using the TELO system effective for the 2027-2028 award year (application launch July 1, 2026).

Click a link below to register for one of our final CIC-TEP webinars (Note: all times are EST):

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

Please Spread the Word!

TE Central is pleased to share our winter-spring TE Family Webinar schedule with a *TE As A Journey* theme! Please share this information with families on your campus (Hint: HR e-newsletters are an ideal place to post!). Families can register to attend a webinar on our **Family Webinar page**. Upcoming topics include:

-*Tuition Exchange Partner Spotlight: Colleges that Change Lives! (Featuring select CTCL school admissions representatives):*
Tuesday, January 20 8:00 p.m.

-*Navigating Your TE College Search:* Wednesday, February 24 3:00 p.m.

-*Charting Your Path With Tuition Exchange:* Tuesday, March 9 7:00 p.m.

-*Your Roadmap to TE Success (Featuring TE Parent Panel):*
Monday, April 13 7:00 p.m.

Address Change for TE Invoice Payments

To expedite receipt and posting of check payments, TE Central has changed the mailing address for all invoice check payments.

Please update your internal systems to send any future membership dues or participation fee check payments to the following address moving forward:



The Tuition Exchange
P.O. Box 447
Olney, MD 20830

Note: We are still able to receive payments at our Bethesda mailing address if you have any payments already in route, but please use the above address for any future check payments.

TE Best Practices

TE Central encourages all TE member schools to send out a formal scholarship letter or email to any student they are offering a TE (or FACHEX) Scholarship to for the first time, just as the school would typically do for *any* merit scholarship they might offer to a student. This will help ensure the student is aware of any renewal requirements as well as what the TE Scholarship covers (and does not cover). This document will provide clarity to the student and protect the institution should questions arise in future years.

Don't want to reinvent the wheel? Check out the **TELO Toolkit** for a sample TE Scholarship offer letter you can tailor to your school's needs, as well as a sample TE application acknowledgement letter you might consider sending once you receive an Import application. If your Admissions office uses the Slate CRM, the *Slate Suggested Process* sheet, also in the TELO Toolkit, may provide helpful tips on automating TE communications that will no doubt cut down on questions you receive from prospective Imports!



Spring Semester Enrollment Review Process Training

In preparation for completing the spring 2026 TE enrollment review process, which **must be confirmed by January 30, 2026**, two enrollment review process webinars will be held for TELOs.

While the process will be the same as it was for the fall semester, if you need a quick review of the necessary steps, click below to register to attend a **TELO Spring Enrollment Review Webinar**:



TE Central Holiday Hours

TE Central will be closed for the winter holiday beginning at 5:00 p.m. on Wednesday, December 23rd and will re-open on Monday, January 5th.

TE Central wishes all of you a restful holiday break!

TELO Tip of the Month

Did You Know...

If you have an Import that you updated to be on a LOA (leave of absence) for the fall 2025 semester, you must update their Import status to "Enrolled" (assuming they re-enroll at your school for the spring) within 15 days of their LOA end date, to ensure that their TE EZ-Application will not auto-close in the system? You'll be able to update their Import status to "Enrolled" beginning January 15th for the spring term. If you need to extend their LOA end date, you can do so, provided it does not extend beyond nine months from their LOA begin date. Can't remember if you had any students on a LOA? Simply go to *Reports, Leave of Absence* and you'll be able to see all of your LOA students and their LOA end dates!

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 situation you

- **Tuesday, January 6 at 2:00 p.m. EST**
- **Monday, January 12 at 2:00 p.m. EST**

need guidance on, or are you just interested in learning more TELO system tips?

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!**

The Tuition Exchange

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



Tuition Exchange | 3 Bethesda Metro Center Suite 700 | Bethesda, MD 20814 US

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