



Process Document Calculating and Viewing Tuition for Individual Student

| | |
|------------------------|--|
| File Name | Calculating and Viewing Tuition for Individual Student.doc |
| Version | 8.9 |
| Date Modified | 6/17/2008 |
| Last Changed by | ASDS |

Calculating and Viewing Tuition for Individual Student



Navigation



| Step | Action |
|------|---|
| 1. | From the Campus Solutions menu, click the Student Financials link. ▶ Student Financials |
| 2. | Click the Tuition and Fees link. ▶ Tuition and Fees |
| 3. | Click the Tuition Calculation link. Tuition Calculation |

Procedure

Tuition Calculation

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID: begins with ▼

Academic Career: = ▼ ▼

Academic Institution: = ▼ 🔍

Term: = ▼ 🔍

Campus ID: begins with ▼

National ID: begins with ▼

Last Name: begins with ▼

First Name: begins with ▼

Case Sensitive

[Basic Search](#)

| Step | Action |
|------|---|
| 4. | <p>On the Tuition Calculation Find an Existing value page, enter information about the student you are calculating tuition for in the search criteria fields.</p> <p>In this example, we'll enter the student's MaineStreet ID in the ID field.</p> |
| 5. | <p>After entering your search criteria, click the Search button.</p> <div style="border: 1px solid black; display: inline-block; padding: 2px 5px; margin-top: 5px;">Search</div> |

Process Document

Calculating and Viewing Tuition for Individual Student



Home | Add to Favorites | Sign out
[New Window](#) | [Help](#) | [Customize Page](#) |

Tuition Calculation

Joe Student ID: 0099999
[Academic Information](#) | [Display Student's Accounts](#)


Academic Career: Undergraduate View All First 1 of 1 Last

| | | | |
|-------------------------|--------------------------|-------------------------|------------------------------|
| Academic Institution: | University of Maine | Business Unit: | University of Maine |
| Term: | 2008 Fall Semester | Billing Career: | Undergraduate |
| Primary Program: | College of Engineering | Campus: | University of Maine |
| Override Billing Units: | <input type="checkbox"/> | Projected Bill Units: | <input type="text"/> |
| Override Init Enrl Fee: | <input type="checkbox"/> | Override Init Add Fee: | <input type="checkbox"/> |
| Tuition Residency: | 0.000 | Tuition Group: | Undergraduate Maine Resident |
| Override Tuition Group: | <input type="text"/> | Tuition Calc Date Time: | 06/03/2008 8:56AM |
| Tuition Calc Required: | <input type="checkbox"/> | | |

[Calculate Tuition and Fees](#) | [Display Tuition and Fees](#) | [Display Errors / Warnings](#)

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#)

| Step | Action |
|------|--|
| 6. | <p>Use the Tuition Calculation page to calculate a student's tuition. The first part of the page consists of display-only field values. You can use the check boxes and list boxes to override certain choices.</p> <p>Select the Override Billing Units check box to calculate tuition based on anticipated units.</p> <p>If you set billing units as a part of tuition calculation, the system displays the number of the student's Projected Billing Units. You can edit this field.</p> <p>Select the Override Init Enrl Fee check box to override an initial enrollment fee.</p> <p>Select the Override Init Add Fee check box to override an initial add fee.</p> |



| Step | Action |
|------|--|
| 7. | <p>The Tuition Residency field displays the tuition residency calculated for the student. You can override the value and calculate it again to post the changed amount.</p> <p>You can enter an Override Tuition Group other than the one to which the student is already assigned. When you calculate the student's tuition using this page, the system uses the tuition group that you enter in this field instead of the previously assigned group.</p> <p>Until tuition and fees have been calculated at least once, the Tuition Group and Tuition Calc Date Time fields are blank. After calculation, the fields display the tuition group into which the student was placed upon calculation, and when the calculation took place.</p> <p>The system selects the Tuition Calc Required check box when changes have been made to the student's enrollment or other attributes (such as placement in a student group) that require an initial or new calculation of tuition and fees.</p> |

Process Document

Calculating and Viewing Tuition for Individual Student



Home | Add to Favorites | Sign out
[New Window](#) | [Help](#) | [Customize Page](#) |

Tuition Calculation

Joe Student ID: 0099999
[Academic Information](#) | [Display Student's Accounts](#)

View All First 1 of 1 Last

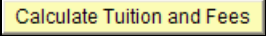
Academic Career: Undergraduate

Find | View All First 1 of 1 Last

| | |
|--|---|
| Academic Institution: University of Maine | Business Unit: University of Maine |
| Term: 2008 Fall Semester | Billing Career: Undergraduate |
| Primary Program: College of Engineering | Campus: University of Maine |
| Override Billing Units: <input type="checkbox"/> | Projected Bill Units: <input type="checkbox"/> |
| Override Init Enrl Fee: <input type="checkbox"/> | Override Init Add Fee: <input type="checkbox"/> |
| Tuition Residency: 0.000 | |
| Override Tuition Group: <input type="text"/> | Tuition Group: Undergraduate Maine Resident |
| Tuition Calc Required: <input type="checkbox"/> | Tuition Calc Date Time: 06/03/2008 8:56AM |

[Calculate Tuition and Fees](#) | [Display Tuition and Fees](#) | [Display Errors / Warnings](#)

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#)

| Step | Action |
|------|--|
| 8. | Click the Calculate Tuition and Fees button.  |

Tuition Calculation
 Joe Student ID: 0099999
[Academic Information](#) [Display Student's Accounts](#)

Academic Career: Undergraduate

Academic Institution: University of Maine Business Unit: University of Maine
 Term: 2008 Fall Semester Billing Career: Undergraduate
 Primary Program: College of Engineering Campus: University of Maine
 Override Billing Units: Projected Bill Units:
 Override Init Enrl Fee: Override Init Add Fee:
 Tuition Residency: 0.000
 Override Tuition Group: Tuition Group: Undergraduate Maine Resident
 Tuition Calc Required: Tuition Calc Date Time: 06/16/2008 12:32PM

[Calculate Tuition and Fees](#) [Display Tuition and Fees](#) [Display Errors / Warnings](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

| Step | Action |
|------|---|
| 9. | <p>Note: After calculating tuition, notice that the <i>Tuition Group</i> and <i>Tuition Calc Date Time</i> fields are populated/update.</p> <p>Click the Display Tuition and Fees link to access the Tuition and Fees page, where you can review charges for tuition and fees that have been calculated and charged to the student's account.</p> <p>Display Tuition and Fees</p> |

Process Document

Calculating and Viewing Tuition for Individual Student



MaineStreet

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Tuition Calculation

Tuition and Fees

Total: 4,222.00 USD

Customize | Find | View All | First | 1 of 7 | Last

| Account Nbr | Item Type | Description | Amount | USD | Tuition Group |
|--------------|--------------|----------------------------|----------|-----|---------------|
| 1 ENRFEE001 | 000000200000 | Unified Fee | 803.00 | USD | UGRESIDENT |
| 2 ENRFEE001 | 000000200500 | Student Activity Fee | 45.00 | USD | UGRESIDENT |
| 3 ENRFEE001 | 000000201500 | Communication Fee | 15.00 | USD | UGRESIDENT |
| 4 ENRFEE001 | 000000202515 | Recreation Center Fee | 102.00 | USD | UGRESIDENT |
| 5 ENRFEE001 | 000000217020 | Engineering Program Fee | 75.00 | USD | UGRESIDENT |
| 6 ENRFEE001 | 000000217020 | Engineering Program Fee | 75.00 | USD | UGRESIDENT |
| 7 TUITION001 | 000000100000 | Tuition Undergrad Resident | 3,107.00 | USD | UGRESIDENT |

[Return](#)

| Step | Action |
|------|--|
| 10. | <p>The four Tuition and Fees tabs each display various information about the tuition and fees calculated for this student.</p> <p>The <i>Tuition and Fees 1</i> tab displays account and item type information for this student.</p> <p>Click the <i>Tuition and Fees 2</i> tab.</p> <p>Tuition and Fees 2</p> |



The screenshot shows the 'MaineStreet' website interface for 'Tuition Calculation'. The page title is 'Tuition and Fees'. A total amount of 4,222.00 USD is displayed. Below this is a table with columns: Fee Code, Course ID, Session, Class Number, Course List, Class/Course, and Trans Fee Code. The table contains 7 rows of data. Row 5 shows a Course Fee of 5908 for Course ID 012892 and Class Number 5908. Row 6 shows a Course Fee of 36433 for Course ID 022127 and Class Number 36433. Row 7 shows a Fee Code of 111000. Navigation links for 'Tuition and Fees 1' through '4' are visible above the table. A 'Return' link is located below the table.

| Fee Code | Course ID | Session | Class Number | Course List | Class/Course | Trans Fee Code |
|----------|-----------|---------|--------------|-------------|--------------|----------------|
| 1 002000 | | | | | | |
| 2 102000 | | | | | | |
| 3 002009 | | | | | | |
| 4 002015 | | | | | | |
| 5 | 012892 | | 5908 | | Course Fee | |
| 6 | 022127 | | 36433 | | Course Fee | |
| 7 111000 | | | | | | |

| Step | Action |
|------|--|
| 11. | <p>The <i>Tuition and Fees 2</i> tab displays course and session information for this student.</p> <p>Click the <i>Tuition and Fees 3</i> tab.</p> <p>Tuition and Fees 3</p> |

Process Document

Calculating and Viewing Tuition for Individual Student



MaineStreet

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Tuition Calculation

Tuition and Fees

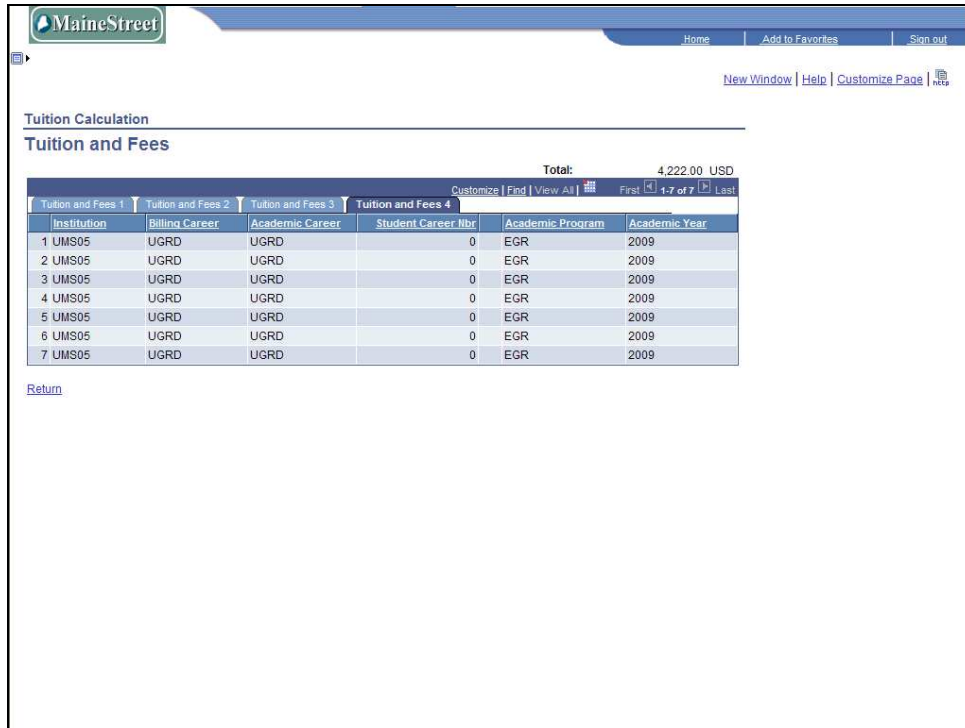
Total: 4,222.00 USD

Customize | Find | View All | First | 17 of 17 | Last

| Waiver Group | Waiver Code | Due Date Code | Adjustment Code | Adjust Reason | Refund Percent |
|--------------|-------------|---------------|-----------------|---------------|----------------|
| 1 | | STANDARD | | | 0.00 |
| 2 | | STANDARD | | | 0.00 |
| 3 | | STANDARD | | | 0.00 |
| 4 | | STANDARD | | | 0.00 |
| 5 | | STANDARD | | | 0.00 |
| 6 | | STANDARD | | | 0.00 |
| 7 | | STANDARD | | | 0.00 |

[Return](#)

| Step | Action |
|------|--|
| 12. | <p>The <i>Tuition and Fees 3</i> tab displays waivers, the due date calendar, and any adjustment calendar and refund information for this student.</p> <p>Click the <i>Tuition and Fees 4</i> tab.</p> <p>Tuition and Fees 4</p> |



The screenshot shows the 'MaineStreet' interface for 'Tuition Calculation'. The 'Tuition and Fees' section is active, displaying a total of 4,222.00 USD. Below this, there are four tabs: 'Tuition and Fees 1', 'Tuition and Fees 2', 'Tuition and Fees 3', and 'Tuition and Fees 4'. The 'Tuition and Fees 4' tab is selected, showing a table with the following data:

| Institution | Billing Career | Academic Career | Student Career Hrs | Academic Program | Academic Year |
|-------------|----------------|-----------------|--------------------|------------------|---------------|
| 1 UMS05 | UGRD | UGRD | 0 | EGR | 2009 |
| 2 UMS05 | UGRD | UGRD | 0 | EGR | 2009 |
| 3 UMS05 | UGRD | UGRD | 0 | EGR | 2009 |
| 4 UMS05 | UGRD | UGRD | 0 | EGR | 2009 |
| 5 UMS05 | UGRD | UGRD | 0 | EGR | 2009 |
| 6 UMS05 | UGRD | UGRD | 0 | EGR | 2009 |
| 7 UMS05 | UGRD | UGRD | 0 | EGR | 2009 |

Below the table, there is a [Return](#) link.

| Step | Action |
|------|---|
| 13. | <p>The <i>Tuition and Fees 4</i> tab displays academic information for this student.</p> <p>Click the <u>Return</u> link.</p> <p>Return</p> |

Process Document

Calculating and Viewing Tuition for Individual Student



The screenshot shows the 'Tuition Calculation' page for 'Joe Student' (ID: 0099999). The page includes navigation links like 'Home', 'Add to Favorites', and 'Sign out'. The main content area displays student information and calculation controls. A red box highlights the 'Display Errors / Warnings' button at the bottom right of the calculation controls section.

| Step | Action |
|------|--|
| 14. | <p>On the Tuition Calculation page, click Display Errors/Warnings to access the Calculation Messages page, where you can review all messages associated with tuition and fees calculation for the student.</p> <p>This link is available only if the corresponding selections have been made on the Display Errors/Warning Controls page in the Tuition Calculation Controls component.</p> <p>Click the Display Errors / Warnings link.</p> <p>Display Errors / Warnings</p> |
| 15. | <p>The Calculation Messages 1 tab displays warnings and messages associated with the tuition calculation for this student. These warnings do not necessarily mean that the tuition has not been calculated properly.</p> <p>Click the Messages 2 tab.</p> <p>Messages 2</p> |
| 16. | <p>The Messages 2 tab displays the academic information for this student.</p> <p>Click the Return link.</p> |

Tuition Calculation
 Joe Student ID: 0099999
[Academic Information](#) [Display Student's Accounts](#)

Academic Career: Undergraduate

Academic Institution: University of Maine Business Unit: University of Maine
 Term: 2008 Fall Semester Billing Career: Undergraduate
 Primary Program: College of Engineering Campus: University of Maine
 Override Billing Units: Projected Bill Units:
 Override Init Enrl Fee: Override Init Add Fee:
 Tuition Residency: 0.000
 Override Tuition Group: Tuition Group: Undergraduate Maine Resident
 Tuition Calc Required: Tuition Calc Date Time: 06/16/2008 12:32PM

[Calculate Tuition and Fees](#) [Display Tuition and Fees](#) [Display Errors / Warnings](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

| Step | Action |
|------|--|
| 17. | <p>Next you will review this student's academic information.</p> <p>Click the Academic Information link.</p> <p>Academic Information</p> |

Process Document

Calculating and Viewing Tuition for Individual Student



MaineStreet

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Tuition Calculation

Academic Information

Bio/Demo Data

ID: 0099999 Name: Student, Joe
 Campus ID: Gender: Male

| Citizenship | | National ID | |
|-------------|-------------|------------------------|-------------|
| Country | Description | NID Type | National ID |
| | | Social Security Number | 382080777 |

Career Term Data

| Term | Career | Prim Prog | Residency Group | Units | Tot Units | Level | Acad Load |
|-----------|--------|-----------|-----------------|--------|-----------|------------|-----------|
| 2008 Fall | UGRD | EGR | In-State UG_RES | 13.000 | 13.000 | First Year | Full-Time |

[Return](#)

| Step | Action |
|------|---|
| 18. | <p>The Academic Information page displays career data and also has links to Academic Plan and Enrollment information.</p> <p>Click the Return link.</p> <p>Return</p> |



MaineStreet Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | 

Tuition Calculation

Joe Student ID: 0099999

[Academic Information](#) **[Display Student's Accounts](#)**

View All First 1 of 1 Last

Academic Career: Undergraduate

Find | View All First 1 of 1 Last

| | |
|---|--|
| Academic Institution: University of Maine | Business Unit: University of Maine |
| Term: 2008 Fall Semester | Billing Career: Undergraduate |
| Primary Program: College of Engineering | Campus: University of Maine |
| Override Billing Units: <input type="checkbox"/> | Projected Bill Units: <input type="checkbox"/> |
| Override Init Enrl Fee: <input type="checkbox"/> | Override Init Add Fee: <input type="checkbox"/> |
| Tuition Residency: 0.000 | Tuition Group: Undergraduate Maine Resident |
| Override Tuition Group: <input type="text"/> | Tuition Calc Date Time: 06/16/2008 12:32PM |
| Tuition Calc Required: <input type="checkbox"/> | |

[Calculate Tuition and Fees](#) [Display Tuition and Fees](#) [Display Errors / Warnings](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

| Step | Action |
|------|---|
| 19. | <p>Next, you should view the student's account information.</p> <p>Click the Display Student's Accounts link.</p> <p>Display Student's Accounts</p> |

Process Document

Calculating and Viewing Tuition for Individual Student



MaineStreet

Home | Add to Favorites | Sign out

New Window | Help | Customize Page

Tuition Calculation

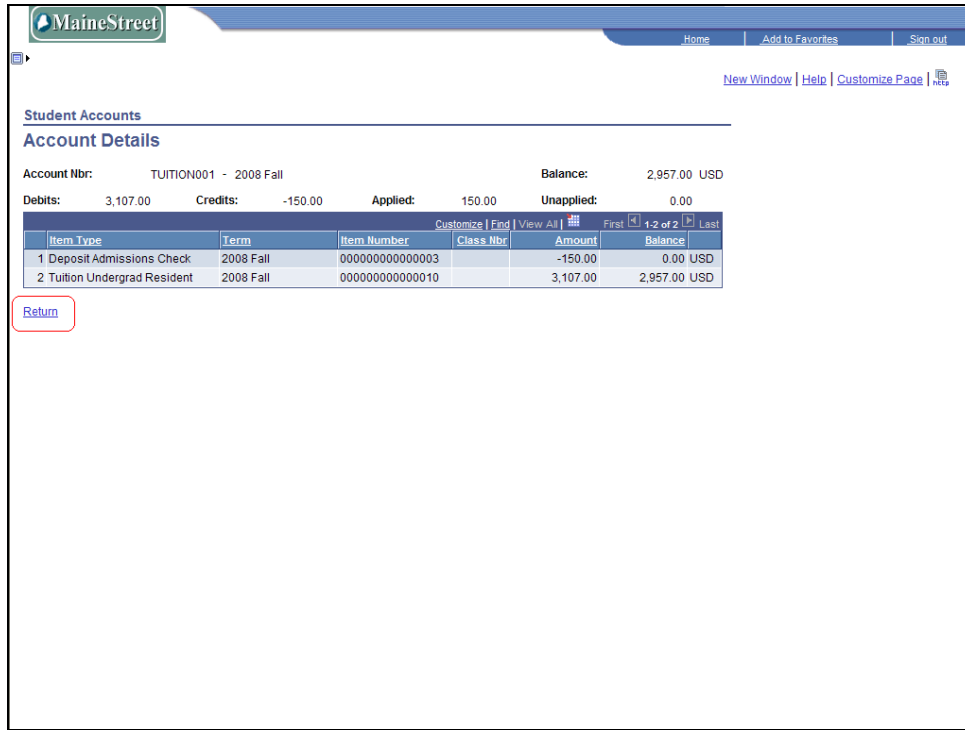
Student Accounts

Business Unit: UMS05 University of Maine

| Account Type | Account Number | Description | Balance | Created | Active | Account Details |
|--------------|----------------|-------------|--------------|------------|--------|---------------------------------|
| 1 Admissions | ADM_FEE001 | 2008 Fall | 0.00 USD | 02/08/2008 | Active | Account Details |
| 2 EnrollFees | ENRFEE001 | 2008 Fall | 1,115.00 USD | 06/03/2008 | Active | Account Details |
| 3 Tuition | TUITION001 | 2008 Fall | 2,957.00 USD | 04/09/2008 | Active | Account Details |

[Return](#)

| Step | Action |
|------|--|
| 20. | <p>The Student Accounts page displays specific charges for this student.</p> <p>You can click on an Account Details link to drill down on any of the account types.</p> <p>For this example, click the Account Details link for Tuition.</p> <p>Account Details</p> |



The screenshot shows the 'Account Details' page for a student account. The account number is TUITION001 - 2008 Fall, with a balance of 2,957.00 USD. The page lists debits of 3,107.00, credits of -150.00, applied amounts of 150.00, and unapplied amounts of 0.00. A table below shows two items: a Deposit Admissions Check for -150.00 and Tuition Undergrad Resident for 3,107.00. A 'Return' link is visible at the bottom left of the page content.

| Item Type | Term | Item Number | Class Nbr | Amount | Balance |
|------------------------------|-----------|-----------------|-----------|----------|--------------|
| 1 Deposit Admissions Check | 2008 Fall | 000000000000003 | | -150.00 | 0.00 USD |
| 2 Tuition Undergrad Resident | 2008 Fall | 000000000000010 | | 3,107.00 | 2,957.00 USD |

| Step | Action |
|------|---|
| 21. | <p>The Account Details page breaks down the tuition charges for this student.</p> <p>Click the Return link.</p> <p>Return</p> |

Process Document

Calculating and Viewing Tuition for Individual Student



MaineStreet

Home | Add to Favorites | Sign out

New Window | Help | Customize Page

Tuition Calculation

Student Accounts

Business Unit: UMS05 University of Maine

| Account Type | Account Number | Description | Balance | Created | Active | Account Details |
|--------------|----------------|-------------|--------------|------------|--------|---------------------------------|
| 1 Admissions | ADM_FEE001 | 2008 Fall | 0.00 USD | 02/08/2008 | Active | Account Details |
| 2 EnrollFees | ENRFEE001 | 2008 Fall | 1,115.00 USD | 06/03/2008 | Active | Account Details |
| 3 Tuition | TUITION001 | 2008 Fall | 2,957.00 USD | 04/09/2008 | Active | Account Details |

[Return](#)

| Step | Action |
|------|---|
| 22. | Click the Return link to return to the Tuition Calculation page. |
| 23. | End of Procedure. |