
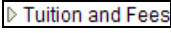
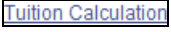
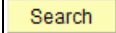
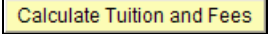


Calculating and Viewing Tuition for Individual Student 061608

1.	<p>From the Campus Solutions menu, click the Student Financials link.</p> 
2.	<p>Click the Tuition and Fees link.</p> 
3.	<p>Click the Tuition Calculation link.</p> 
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>
5.	<p>After entering your search criteria, click the Search button.</p> 
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>
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>
8.	<p>Click the Calculate Tuition and Fees button.</p> 



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>
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>
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>
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>
13.	<p>The <i>Tuition and Fees 4</i> tab displays academic information for this student.</p> <p>Click the Return link.</p> <p>Return</p>
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 <i>Calculation Messages 1</i> 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 <i>Messages 2</i> tab.</p> <p>Messages 2</p>
16.	<p>The <i>Messages 2</i> tab displays the academic information for this student.</p> <p>Click the Return link.</p>



17.	<p>Next you will review this student's academic information.</p> <p>Click the Academic Information link.</p> <p>Academic Information</p>
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>
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>
20.	<p>The Student Accounts page displays specific charges for this student.</p> <p>You can click on a 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>
21.	<p>The Account Details page breaks down the tuition charges for this student.</p> <p>Click the Return link.</p> <p>Return</p>
22.	<p>Click the Return link.</p> <p>Return</p>
23.	<p>End of Procedure.</p>

