

## Business Process Procedures

## 6.16 TUITION CALCULATION OVERRIDES

**Overview** This document discusses the appropriate use of Tuition Calculation Overrides.

**Key Points** See 6.15 Tuition Calculation for more details regarding using this page.

**Discussion** There are four override fields on the Tuition Calculation page.

The screenshot shows the 'Tuition Calculation' page in a Microsoft Internet Explorer browser. The page is titled 'VCCS SIS8.9 production'. The browser address bar shows the URL: [https://sa89.vccs.edu/psps/EMPLOYEE/HRMS/CL/CALCULATE\\_TUITION\\_AND\\_FEES.TUITION\\_CALC.GBL?FolderPath=PORTAL\\_ROOT\\_OBJECT](https://sa89.vccs.edu/psps/EMPLOYEE/HRMS/CL/CALCULATE_TUITION_AND_FEES.TUITION_CALC.GBL?FolderPath=PORTAL_ROOT_OBJECT). The page has a menu on the left with options like 'Tuition and Fees', 'Calculate Batch Tuition', 'Australian Loan Processing', 'Cancellation', 'Assess Optional Fees', 'Override Optional Fees', 'Equation Variables', 'Lock in Tuition Amount', 'Process Tuition Lock In', 'Tuition Calculation', 'Review Calculation Messages', 'Review Fees After Calculation', 'Review Fees Prior to Posting', 'Charges and Payments', 'Bill Customers', 'Cashiering', 'Payment Plans', 'International Health Coverage', 'Refunds', 'Collections', 'OL Interface', 'Taxes', 'View Account Summary', 'View Customer Accounts', 'View Corporate Accounts', 'View Item Line', and 'View Item'. The main content area is divided into two sections. The top section is for the 2006 Fall semester, and the bottom section is for the 2006 Spring semester. Both sections have a 'Calculate Tuition and Fees' button. The top section has 'Override Billing Units' and 'Override Init Add Fee' checked, and 'Override Tuition Group' set to 'IN-STATE'. The bottom section has 'Override Billing Units' unchecked and 'Override Init Add Fee' checked. The 'Override Tuition Group' field is highlighted with a red box in both sections.

**Important!** The following three fields are **NEVER USED** under any circumstances:

- ❖ Override Billing Units
- ❖ Override Init Enrl Fee
- ❖ Override Init Add Fee

**CRITICAL!** The **Override Tuition Group** is **ONLY USED FOR MILITARY AND VA CONTRACT STUDENTS**.

The **ONLY** acceptable values for the **Override Tuition Group** field are **CONTRACT** and **MILITARYCR**. Never choose from the dropdown menu or type in another tuition group name.

If tuition is calculating at a rate other than what the student or operator expects, it is vital that the operator take steps to solve the underlying problem causing the student to be assigned to the wrong tuition group.

If the operator is unable to determine the source of the problem causing the student to be placed in an incorrect tuition group, then he/she must contact NCSS for assistance.