

Business Process Procedures

9.25 OVERRIDE TUITION GROUP FOR CONTRACT RATE STUDENTS

Overview These procedures walk an operator through the step by step process of overriding a student's tuition group to reflect that the student will be assessed a special arrangement contract tuition rate.

New Policy This change of NVCC College policy was documented for VCCS in an August 27, 2004 email from Vice President Alison Baker to Vice Chancellor Karen Petersen.

Key Points This policy change was necessary given that the delivered PeopleSoft software does not allow students to have more than one residency or to pay multiple tuition rates in any given term. The new contract rate policy allows students, themselves, to pay the Contract tuition rate for all classes not covered by a tuition assistance agreement or a contractual arrangement between the College and the student's employer.

The following setup/tasks must also be accomplished prior to contracting these students.

- ❖ 9.05 Set up New External Organization (if necessary)
- ❖ 9.15 Set up New Third Party Contract
 - **Third Party Contract panel** - No changes
 - **Third Party Item Types** - No Discount Item Type
 - **Third Party Charges**
 1. Tree nodes must include Contract Tuition
 2. **DO NOT** use a Discount Item Type
 3. Use the Charge % to indicate what % of the charges the External Org will pay. The remainder of the charges will be assessed to the student.
 4. **DO NOT** use a Discount %

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Detailed Directions

Step 1 Navigate to the Tuition Calculation page and enter the student's EmplID. (Please refer to 6.15 Tuition Calculation for more specific instructions.) The following page displays.

Tuition Calculation
Amanda Vessey ID: 5076817
[Academic Information](#) [Display Student's Accounts](#)

View All First 1 of 1 Last

Academic Career: Credit

Find | View All First 1 of 6 Last

Academic Institution: Northern Virginia Comm College	Business Unit: Northern Virginia Comm College
Term: 2006 Spring Semester	Billing Career: Credit
Primary Program: Non-Curricular	Campus: Annandale
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: In-State Tuition Group
Override Tuition Group: CONTRACT	Tuition Calc Date Time: 02/18/2006 3:50PM
Tuition Calc Required: <input checked="" type="checkbox"/>	

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

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

Use the on the dark blue bar [View All](#) [First](#) 1 of 2 [Last](#) to navigate to the appropriate career.

Use the on the light blue bar [Find | View All](#) [First](#) 1 of 12 [Last](#) to navigate to the correct term within the career chosen above.

Enter CONTRACT in the **Override Tuition Group** field, as shown above.

Click [Calculate Tuition and Fees](#) to calculate tuition.

Step 2 Click [Display Student's Accounts](#) to verify that the student is being charged the Contract rate tuition.

Step 3 Continue with the remaining contracting and invoicing activities as noted in corresponding business process documents.