## **Business Process Procedures**

## 9.25 OVERRIDE TUIITION 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.

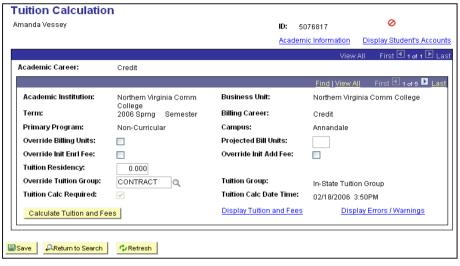
- 9.05 Set up New External Organization (if necessary)
- 9.15 Set up New Third Party Contract
  - Third Party Contract panel No changes
  - Third Party Item Types No Discount Item Type
  - o Third Party Charges
    - 1. Tree nodes must include Contract Tuition
    - 2. **DO NOT** use a Discount Item 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 %

Navigation Home > Student Financials > Tuition and Fees > Tuition Calculation

## **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.



Use the D on the dark blue bar <u>View All</u> First I of 2 Last to navigate to the appropriate career.

Use the D 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.

Revised 09/2006