Application Setup Procedures

12.05 SETTING UP CLASS FEES

Overview
These procedures walk an operator through the step-by-step process of adding a class fee to a specific class number. A class is a particular section of a course, and is defined through the class schedule.

Timing
These pages must be set up each applicable term and session.

Key Points
The Class Fees pages are associated with the Student Records Schedule of Classes business process, but may also be found as part of the Student Financials Calculate Tuition and Fees business process.

There are also several important points to note regarding class fees:

❖ If a course fee is different from the fee charged for a class section, the class fee overrides the course fee, unless specified on the Class Fees Modal page.

❖ A class may have multiple fees.

❖ It is absolutely imperative that fees be added to classes prior to registering students. If students are registered prior to setting up the fees, you must manually calculate tuition for each student already registered.

❖ Refer to 12.10 for more information regarding Course Fees.

Navigation
There are several navigations that lead to the Class Fees setup page:

Curriculum Management>Schedule of Classes>Schedule New Course
Curriculum Management>Schedule of Classes>Maintain Schedule of Classes
Set Up SACR>Product Related>Student Financials>Course and Class Fees>Class Fees
Set Up SACR>Product Related>Student Financials>Course and Class Fees>Class Fees Modal

You may choose to add one or more of these navigations to your Favorites Menu.
12.05 SETTING UP CLASS FEES

SR Navigation

Curriculum Management>Schedule of Classes> Schedule New Course
Curriculum Management>Schedule of Classes> Maintain Schedule of Classes

If navigating to a page within the Schedule of Classes menu, enter the relevant information on the search page and click **Search** to retrieve the class on which you would like to add a Class Fee.

![Schedule New Course Form]

When the class information appears, use the **X** to find the appropriate class section. Click **Add Fee**. The following page appears.

![Class Fees Modal]

Confirm the default values and click **Add**. Continue with Step 1 below.
SF Navigation
Set Up SACR>Product Related>Student Financials > Course and Class Fees > Class Fees
Set Up SACR>Product Related>Student Financials > Course and Class Fees > Class Fees Modal

Note
If navigating to a page within the Set Up SACR – Student Financials menu, enter the Course ID (not the Class Number).

Following the navigation above, click Add a New Value.

Class Fees Modal
Find an Existing Value: Add a New Value

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set ID</td>
<td>NV280</td>
</tr>
<tr>
<td>Course ID</td>
<td>Begins with</td>
</tr>
<tr>
<td>Description</td>
<td>Begins with</td>
</tr>
<tr>
<td>Case Sensitive</td>
<td>checkbox</td>
</tr>
</tbody>
</table>

Search  Clear  Basic Search  Save Search Criteria

Continue with Step 1 below.

Detailed Directions

Step 1
Following one of the navigation paths listed above, the Class Fees component appears. Click the Class Fees tab. The Class Fees Modal page appears.
**Field Definitions** Enter, update, or view the appropriate fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description/Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SetID</td>
<td>Defaults to SetID from Class Schedule pages</td>
</tr>
<tr>
<td>Course ID</td>
<td>Defaults to Course Id from Class Schedule pages</td>
</tr>
<tr>
<td>Offer Number</td>
<td>Defaults to Offer Number from Class Schedule pages</td>
</tr>
<tr>
<td>Term</td>
<td>Defaults to Term from Class Schedule pages</td>
</tr>
<tr>
<td>Session</td>
<td>Defaults to Session from Class Schedule pages</td>
</tr>
<tr>
<td>Section</td>
<td>Defaults to Section from Class Schedule pages</td>
</tr>
<tr>
<td>Component</td>
<td>Defaults to Component from Class Schedule pages</td>
</tr>
<tr>
<td>Charge Method</td>
<td>Chose <strong>Always</strong></td>
</tr>
<tr>
<td>Charge for Wait Listed Class</td>
<td>Do not check.</td>
</tr>
<tr>
<td>Charge for Course Fee</td>
<td>Check this box if you want to charge course fees in addition to class fees.</td>
</tr>
<tr>
<td>Include in Pro-Rata</td>
<td>Check this box.</td>
</tr>
<tr>
<td>Include in Other Withdrawal</td>
<td>Check this box.</td>
</tr>
</tbody>
</table>

**Step 2**
Click **Click the Class Sub Fees Model**. The following page appears.

![Class Sub Fees Model](image)

**Field Definitions** Enter, update, or view the appropriate fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description/Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Rate Specified</td>
<td>Do not check.</td>
</tr>
<tr>
<td>Account Type</td>
<td>Chose <strong>TUT</strong> for credit classes. Chose <strong>NCR</strong> for CE/WFD classes.</td>
</tr>
<tr>
<td>Item Type</td>
<td>Select the item type to which you want the course fee</td>
</tr>
<tr>
<td><strong>Fee Trigger</strong></td>
<td>Click Use Criteria.</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------------</td>
</tr>
<tr>
<td><strong>Course Rate ID</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Fee Amt Equation</strong></td>
<td>Do not populate this field.</td>
</tr>
<tr>
<td><strong>Amount/Unit</strong></td>
<td>Specify the amount to charge per unit if the class fee will be charged by credit or CE unit. Generally this field will be left blank.</td>
</tr>
<tr>
<td><strong>Flat Amount</strong></td>
<td>Specify a flat amount to charge regardless of units taken. Generally this field will contain the amount of the class fee.</td>
</tr>
<tr>
<td><strong>Amount/Unit (Audit)</strong></td>
<td>Do not populate this field.</td>
</tr>
<tr>
<td><strong>Flat Amount (Audit)</strong></td>
<td>Do not populate this field.</td>
</tr>
<tr>
<td><strong>Minimum Amount</strong></td>
<td>Do not populate this field.</td>
</tr>
<tr>
<td><strong>Maximum Amount</strong></td>
<td>Do not populate this field.</td>
</tr>
<tr>
<td><strong>Adjustment Code</strong></td>
<td>Chose <strong>CR STAND</strong> for 16W, 12W, 8W and 6W credit classes. Chose <strong>CR DYN</strong> for DYN credit classes. Chose <strong>NCR</strong> for CE/WFD classes. Chose <strong>CE MOTOR</strong> CE motorcycle classes only.</td>
</tr>
<tr>
<td><strong>Due Date Code</strong></td>
<td>Chose <strong>STANDARD</strong> for credit classes. Chose <strong>NONCR</strong> for CE/WFD classes.</td>
</tr>
<tr>
<td><strong>Waiver Group</strong></td>
<td>See 3.15B Waiver Groups for instructions on how to populate this field to waive class fees for CE/WFD classes.</td>
</tr>
<tr>
<td><strong>Exclude HECS students</strong></td>
<td>Do not check this box.</td>
</tr>
</tbody>
</table>

**Step 3** Click to save the page.