6.15 Tuition Calculation – Individual Student

Overview
These procedures walk an operator through the step-by-step process of re-calcultating tuition for a single student.

Key Points
Sometimes, based on transactions and processes run, it is necessary to manually re-calculate a student’s tuition.

Navigation
The navigation for Tuition Calculation is:

Main Menu > Student Financials > Tuition and Fees > Tuition Calculation

Detailed Directions

Step 1
Navigate to the Tuition Calculation page. The following dialog window displays.

Tuition Calculation
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td></td>
</tr>
<tr>
<td>Campus ID</td>
<td></td>
</tr>
<tr>
<td>National ID</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
</tbody>
</table>

Enter the student’s EmplID in the ID field and click Search.

If the EmplID is not available, enter either part or all of the student’s National ID (Social Security Number), Last Name or First Name, and click Search to search records matching the criteria. Choose the appropriate value from the search results and click on the appropriate hyperlink in the search results.
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Step 2
The Tuition Calculation page displays.

Step 3
Use the on the dark blue bar to navigate to the appropriate career.

Step 4
Use the on the light blue bar to navigate to the correct term within the career chosen in Step 3 above.

Note
Tuition is calculated by career and by term. Therefore it is necessary to navigate to the appropriate career, and then to the correct term within that career prior to initiating the calculation.

Step 5
Click .

Step 6
If the calculation process is successful, the Tuition Calc Date Time entry at the bottom right-hand corner of the page will be updated with current information and the Tuition Calc Required checkbox should no longer be checked, as shown below.

Note
If Tuition Calculation Required is , the student’s account needs to be recalculated. However, every once in a while even if the Tuition Calculation Required is (NOT checked) it’s possible that the account may still need to be recalculated to show the most current charges.

Step 7
Click at the top right-hand corner of the page to view the student’s account.