Business Process Procedures

9.20 SET UP SENIOR CITIZEN CONTRACT

Overview

These procedures walk an operator through the step-by-step process of setting up a Senior Citizen Contract.

Key Points

Prior to using this document make sure the college’s Senior Citizen form has class information, the student’s signature, and an approval from Admissions, Continuing Education or ELI.

Please refer to 9.15 Set up New Third Party Contract for more specific directions for setting up a new contract.

Note

Out-of-State students are not eligible for free tuition.

Navigation

Student Financials > Payment Plans > Create Third Party Contract

Detailed Directions

Step 1

Navigate to the Third Party Contract page. Click Add a New Value, and use the following naming convention to name the new contract:

YYYYTTSRCIT

Where:

YYYY = term (2072)

TT = two letter designation for career (i.e. CR for credit, CE for Con Ed)

Note

To ensure all students are attached to the proper contracts, you must adhere to this contract naming convention. You may not make up any other name that does not follow the directions above.

Step 2

Referring to the screen shot below, set up the new contract using these values on the Third Party Contract page.
Step 3  
Referring to the screen shot below, set up the new contract using these values on the Third Party Item Types page.

Enter the information as listed below.

Step 4  
Referring to the screen shot below, set up the new Credit Senior Citizen contract using these values on the Third Party Charges page. Use the $+$ to insert rows for additional fees.
For the CE Senior Citizen contract, refer to the following screen shot for the valid values. Use the [+] to insert rows for additional fees.

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<th>Line</th>
<th>Item Type Code</th>
<th>Max Amount</th>
<th>Charge %</th>
<th>Discount %</th>
<th>Charge Item Type</th>
<th>Discount Item Type</th>
<th>Tax Item Type</th>
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</thead>
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<td>USD 100.0000</td>
<td>000002301019</td>
<td>SC AL CE Tuition Waiver</td>
<td></td>
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**Step 5** Click [Save].