9.35 SPECIAL CONTRACT – ORG PAYS %

Business Process Procedures

Overview
These procedures walk an operator through the step by step process of setting up a Third Party Contract to cover charges for out-of-state students who are eligible for a state-approved contract tuition rate, where the third party pays only a percentage of the tuition and fee charges.

Key Points
The discount functionality delivered with the system does not work as it was designed. Therefore, operators must use these procedures to achieve the desired discount rates.

Navigation
Main Menu > Student Financials > Payment Plans > Create Third Party Contract

Detailed Directions

Step 1

Step 2
Enter all of the valid values required for the Third Party Contract page.

Step 3
Enter all of the valid values required for the Third Party Item Type page.

Step 4
Navigate to Third Party Charges page.
**Step 5**

In this example the External Org will pay for 75% of the student tuition and fees and will also obtain the contract rate.

**Note**

CURRENT TESTING HAS SHOWN THAT, IN ORDER FOR CHARGES TO BE PAID IN THE ORDER WE DESIRE, WE MUST SET UP THIS PANEL SO THAT FEES COME FIRST (Line #1, 2, 3, etc.) AND TUITION IS LAST.

Line #1 STUDENT ACT FEE
Line #2 TECH FEE
Line #3 CAPITAL FEE
Line #4 CONTRACT TUITION

Following the order described in the **Note** above, for each charge you wish to have covered by this contract, enter the information as listed below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description/Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Type Group</td>
<td>Leave this field blank</td>
</tr>
<tr>
<td>Line #1</td>
<td>Line numbers will default as you insert additional lines.</td>
</tr>
<tr>
<td>Tree Node</td>
<td>Refer to the <strong>Note</strong> in Step 5 above.</td>
</tr>
<tr>
<td>Maximum Amount</td>
<td>Enter the maximum amount of charges covered from this tree node.</td>
</tr>
<tr>
<td>Charge %</td>
<td>Enter the percentage covered by the contract.</td>
</tr>
<tr>
<td>Charge Item Type</td>
<td>Accept the Charge Item Type default. This should be the same as the one listed on the Third Party Item Type panel.</td>
</tr>
<tr>
<td>Discount %</td>
<td>DO NOT USE</td>
</tr>
<tr>
<td>Discount Item Type</td>
<td>DO NOT USE</td>
</tr>
<tr>
<td>Tax Item Type</td>
<td>Leave this field blank</td>
</tr>
<tr>
<td>Include Tax</td>
<td>Leave this field blank</td>
</tr>
</tbody>
</table>

Click  to insert an additional row for the next charge covered by this contract. Repeat this step for each charge covered by the contract.

**Step 7**

Click  to insert an additional row for the next charge covered by this contract.

**Step 8**

Refer to 9.25 Attach Student to Contract to complete the next step in the contracting process.