Create tuition, payment plans, discounts, grants and scholarships

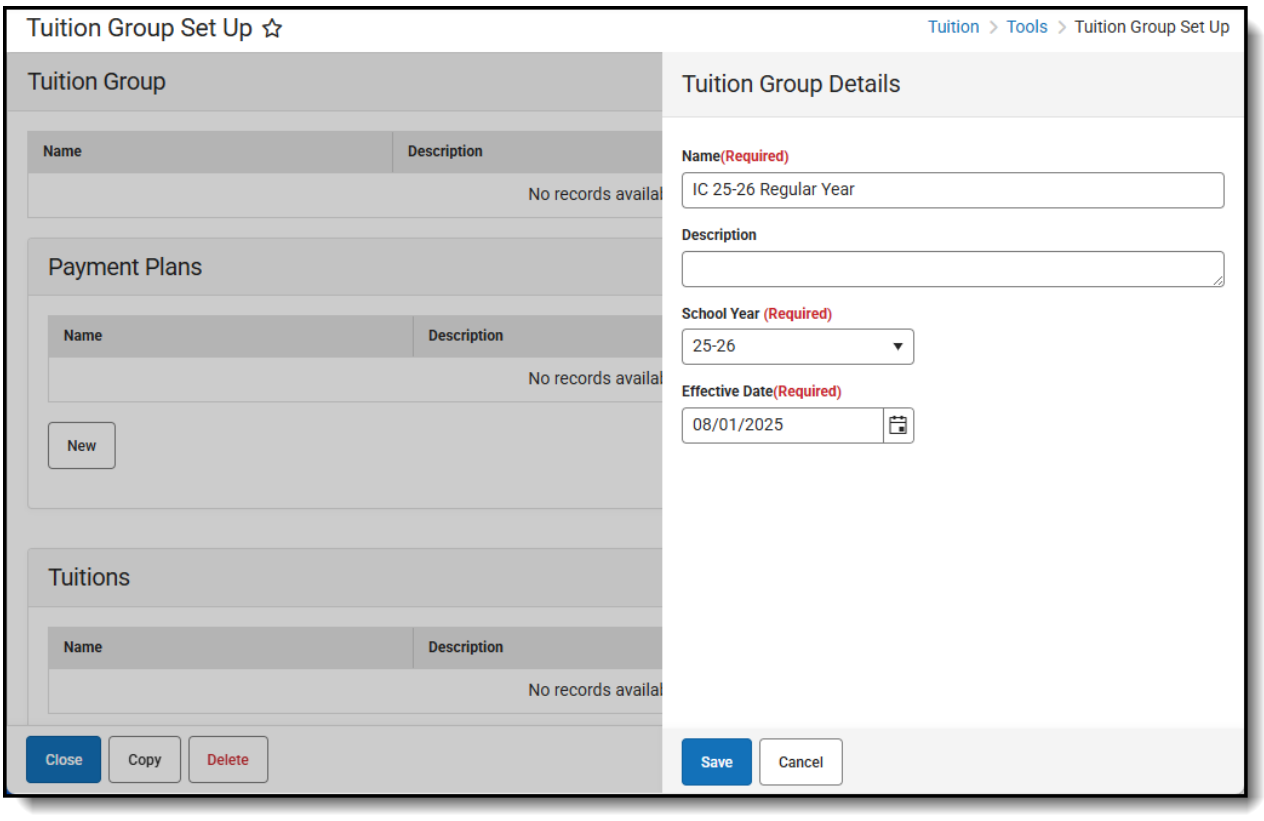
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Tool Search: Tuition Group Set Up

The Tuition Group Set Up tool is used to create a tuition group and generate all the components supported in the Tuition module. Users start by selecting the New button, entering the required information, and then clicking Save. Once it has been saved, additional details such as Payment Plans, Tuitions, Discounts, and Scholarships & Grants can be added.

After all aspects of the Tuition Group are set up, tuition can be applied to students and households. After a Tuition Group has been created, it and all aspects of the group can be changed by clicking their respective Edit buttons. Each section can be edited until it is assigned to a student.

Create a Tuition Group

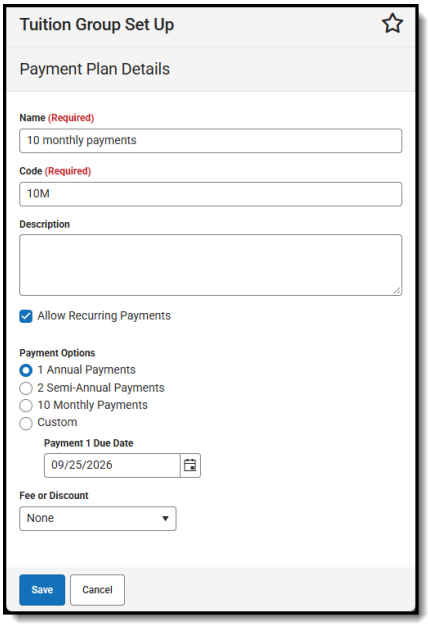


The Effective Date is when a Tuition Group becomes eligible to be displayed on Campus Parent.

1. Click **New**. The Tuition Group Details side panel opens.

2. Enter information in all of the required fields (Name, School Year, Effective Date).
3. Optionally, a Description can be added.
4. Click **Save**.

Create a Payment Plan



1. Click **New** under Payment Plans.
2. Enter a Name.
3. Enter a **Code**. The Code field in Payment Plan Details within Tuition Billing serves as a matching identifier that links payment plans between the Tuition Group Setup and the OLR Lists Bank.
4. (Optional) Enter a Description.
5. Mark or unmark the Allow Recurring Payments checkbox.
6. Select Payment Options and enter a Payment 1 Due Date.

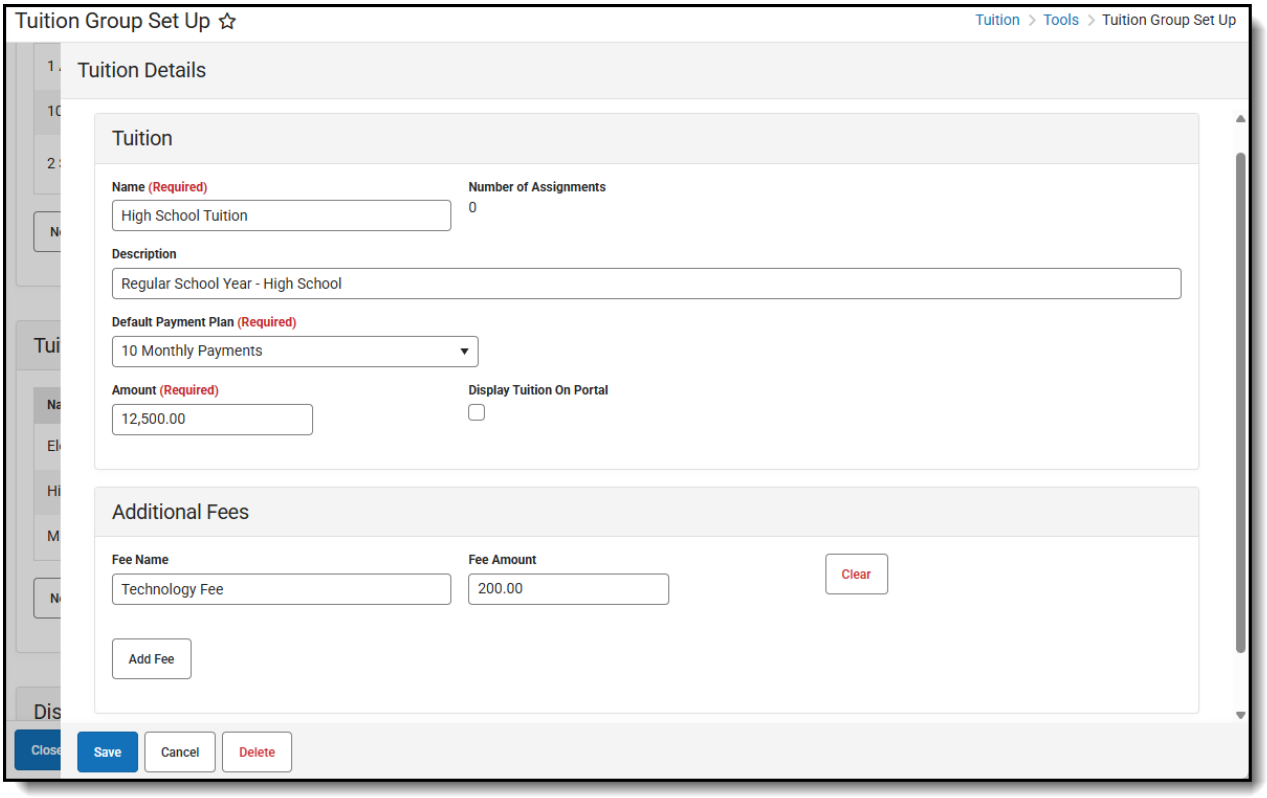
   The system automatically populates due dates for periods following the Payment 1 Due Date once it is entered. However, these dates can be manually edited. Please note that custom payment plans do not auto-populate any due dates.

7. Select if there will be a Fee or a Discount
   - If Payment Plan Discount: select and enter either a Discount $ Amount or Discount % of Tuition
   - If Payment Plan Fee: select and enter either a Fee $ Amount or Fee % of Tuition.
8. Click **Save**.

Create a Tuition

Campus allows tuition charges to be assigned to individual students, offering flexibility in how educational fees are managed. The interface includes a **Number of Assignments** field, which displays how many students are linked to each tuition. If tuition includes additional fees, those

amounts are automatically incorporated into the total tuition balance.

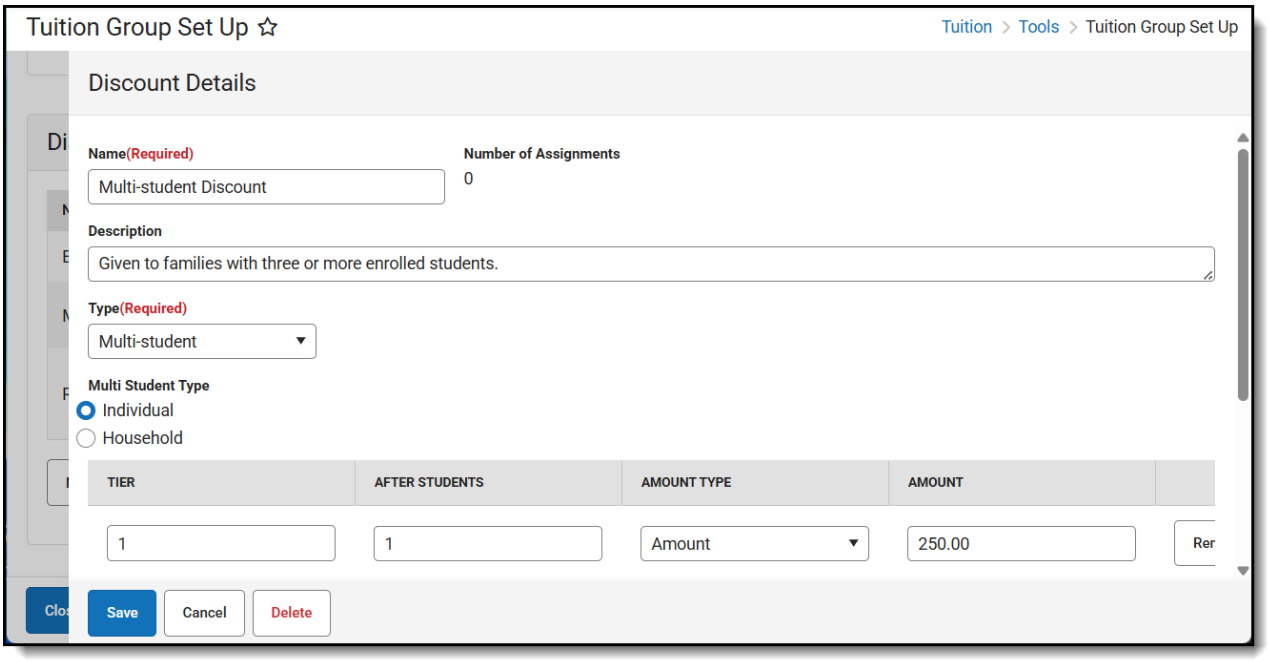


1. Select a Tuition Group.
2. Click **New** under Tuitions.
3. Enter a Name.
4. (Optional) Enter a Description.
5. Select a Default Payment Plan
6. Enter an Amount.
7. (Optional) Mark Display Tuition On Portal.
8. For Additional Fees:
    1. Click **Add Fee**.
    2. Enter a Fee Name.
    3. Enter a Fee Amount.
9. Click **Save**.

Create a Discount

When a Multi-student discount is selected, the After Student field dictates when the discount will kick in (e.g., the first student gets no discount, then the second student gets that discount). In the 'Household' type, all students receive the discount once the threshold is reached. The initial students would not qualify for a discount until the threshold is met.

When applying discounts with tiers when a student has multiple tuitions, the system processes tuitions in order from the most expensive to the least expensive. This ensures that higher-cost tuitions receive applicable discounts first.

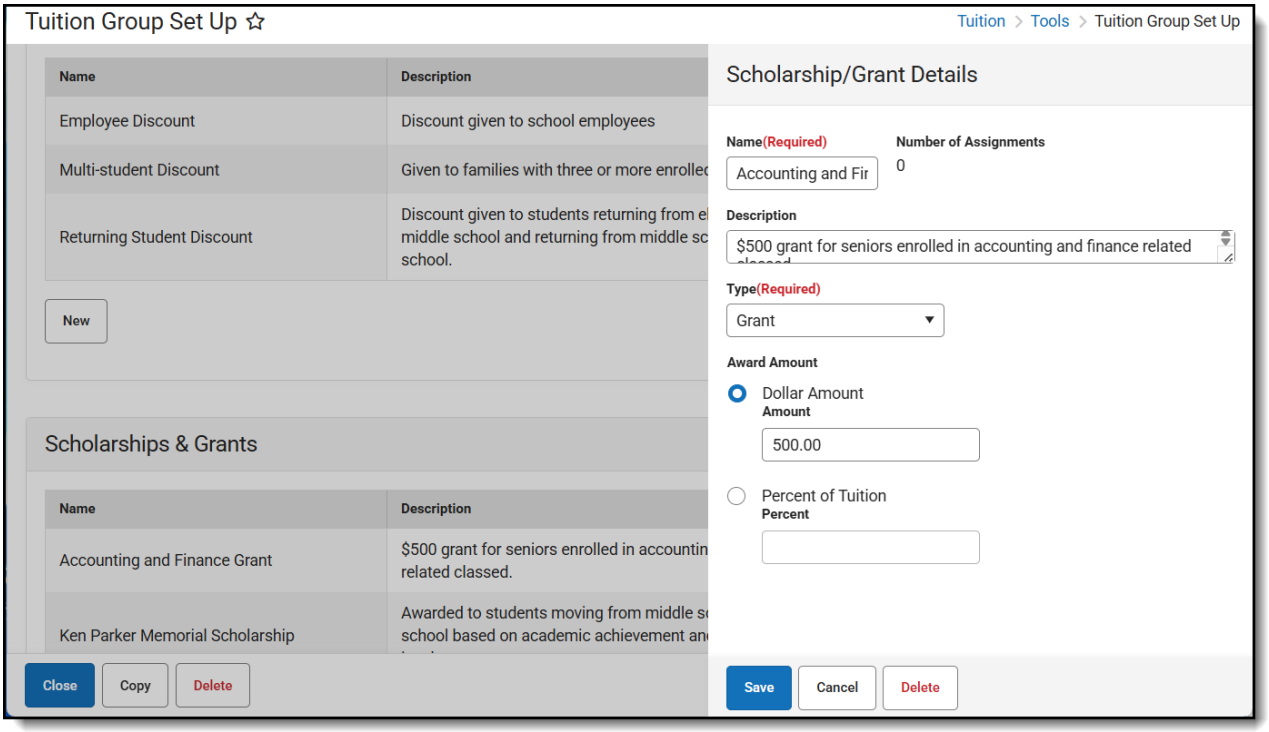


There can be only one multi-student discount per Tuition Group.

1. Click **New** under Discounts.
2. Enter a Name.
3. (Optional) Enter a Description.
4. Select a Type:
    - If Regular or Employee: select and enter either a Discount Dollar Amount or Discount Percent of Tuition
    - If Multi-student:
        1. Select either Individual or Household.
        2. Enter a Tier, After Students, select an Amount Type, and enter an Amount.
        3. For additional tiers, click **Add Tier** and repeat the previous two steps.
5. Click **Save**.

Create a Scholarship or Grant

The Scholarships & Grants section sets up both scholarships and grants. Users add a name and select which type they will create. They then enter an award amount, which will be based on a flat dollar amount or a percentage of the tuition.



1. Click **New** under Scholarships & Grants
2. Enter a Name.
3. (Optional) Enter a description.
4. Select a Type (Scholarship or Grant).
5. Enter an Award Dollar Amount or Percentage of Tuition.
6. Click **Save**.