Assign tuition, discounts, scholarships and grants to groups of students

Last Modified on 07/02/2026 10:51 am CDT

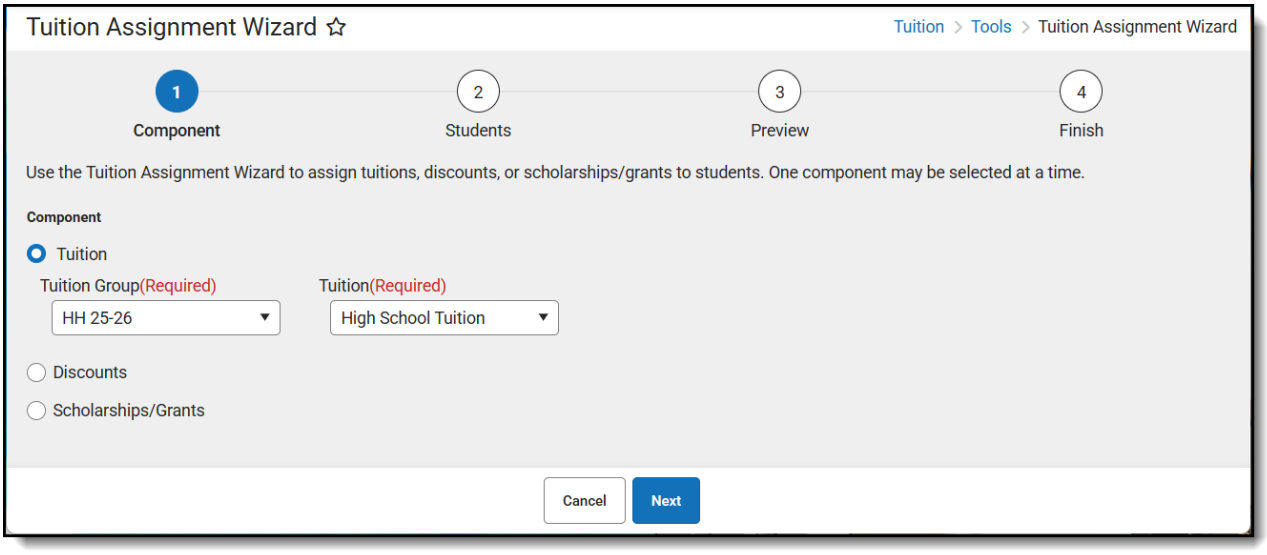
Tool Search: Tuition Assignment Wizard

The Tuition Assignment Wizard is a multi-step workflow designed to assign tuition-related components, such as Tuition, Discounts, and Scholarships/Grants, to multiple students based on calendar year and grade level. Each component requires selecting a Tuition Group, and the selected components will be applied to students chosen in steps two and three. Step 2: Students is used to choose which students will be available for applying the component based on the calendar and grade, or an Ad hoc filter.

In step 3: Preview, users preview and finalize the students selected, allowing users to filter, review, and deselect students before running the wizard. A PDF preview and assignment summary are available prior to finalizing the process in step four.

Assign a Tuition, Discount, or Scholarship/Grant

If a multi-student discount is selected in step 1, then the preview list under Assigned Students in step 3 will show the eligible households and all the students in those households, along with their discount tier and the discount they will receive if eligible.



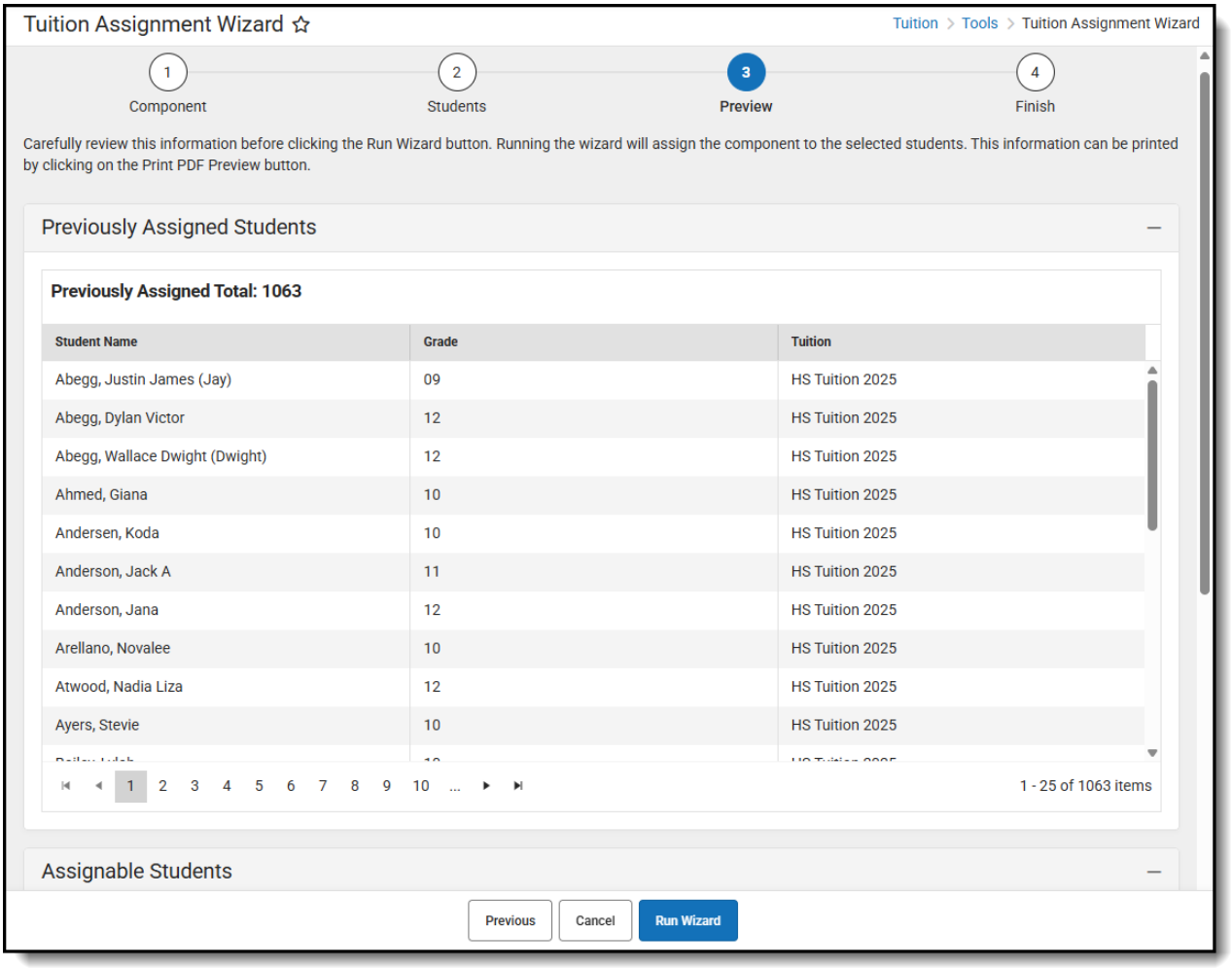
Steps	Instructions
1 - Component	1. Select an option from the Component list. 2. Select a Tuition Group and the respective tuition, discount, or scholarship/grant. 3. Click **Next**.

2 - Students	1. Choose either Select Students or Adhoc Filter:
	    1. If Select Students was chosen:
	        a. Mark the checkbox for each applicable calendar.
	        b. Mark the checkbox for each applicable grade.
	        c. Click **Next**.
	    2. If Ad hoc Filter was chosen:
	        a. Select an Ad hoc filter from the drop-down field.
	        b. Click **Next**.

3 - Preview	1. Review all the students selected in step 3. Uncheck the checkbox of any student for whom the wizard should not be applied. Click Print PDF Preview to download a PDF of the selected students. 2. Click **Run Wizard**.
4 - Finish	1. Click **Export to PDF** to download a list of each of the students who have had the component applied. 2. Click **Close** to return to step 1 - Component. Repeat these steps as needed.

Previously Assigned Students

The Previously Assigned Students section on the Preview page lists students who already have the selected component assigned. These students will not be assigned the Component when the wizard runs. This section is for reference only and does not allow interaction.


Tuition Assignment Wizard
Tuition > Tools > Tuition Assignment Wizard
1 Component
2 Students
3 Preview
4 Finish
Carefully review this information before clicking the Run Wizard button. Running the wizard will assign the component to the selected students. This information can be printed by clicking on the Print PDF Preview button.
Previously Assigned Students
Previously Assigned Total: 1063
Student Name
Grade
Tuition
Abegg, Justin James (Jay) 09 HS Tuition 2025
Abegg, Dylan Victor 12 HS Tuition 2025
Abegg, Wallace Dwight (Dwight) 12 HS Tuition 2025
Ahmed, Giana 10 HS Tuition 2025
Andersen, Koda 10 HS Tuition 2025
Anderson, Jack A 11 HS Tuition 2025
Anderson, Jana 12 HS Tuition 2025
Arellano, Novalee 10 HS Tuition 2025
Atwood, Nadia Liza 12 HS Tuition 2025
Ayers, Stevie 10 HS Tuition 2025
1 2 3 4 5 6 7 8 9 10 ...
1 - 25 of 1063 items
Assignable Students
Previous
Cancel
Run Wizard