Assign tuition, discounts, scholarships and grants to groups of students
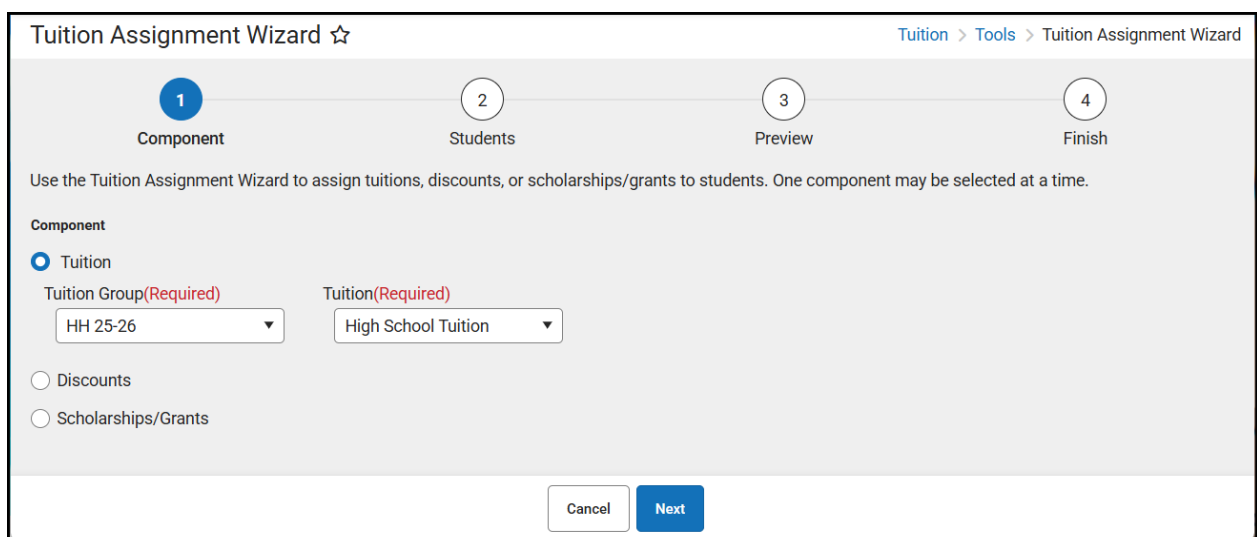
Last Modified on 09/15/2025 1:34 pm CDT

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, grade level, and household criteria. 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.

> To use the Tuition Assignment Wizard, a calendar must be selected.

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.

1. Select Tuition from the Component list.
2. Select a Tuition Group and the respective tuition, discount, or scholarship/grant.
3. Click **Next**.
4. For step two Students, choose either Select Students or Adhoc Filter:
   1. If Select Students was chosen:

1. Mark the checkbox for each applicable calendar.
        2. Mark the checkbox for each applicable grade.
        3. Click **Next**.
    2. If Ad hoc Filter was chosen:
        1. Select an Ad hoc filter from the drop-down field.
        2. Click **Next**.
5. Review all the students or households selected in step 3. Uncheck the checkbox of any student for whom the wizard should not be applied. Select Print PDF Preview to download a PDF.
6. Click **Run Wizard**. A list will appear with each of the students who have had the component applied.