

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

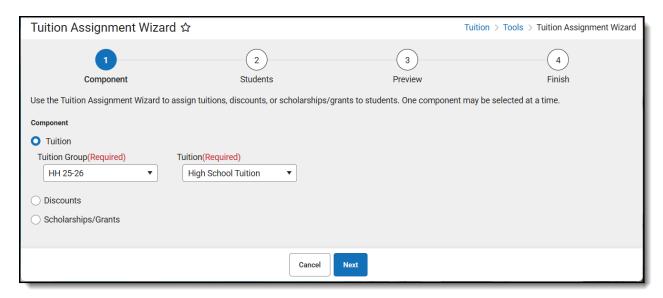
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The Tuition Assignment Wizard is a multi-step workflow designed to assign tuition-related components, such as Tuition, Discounts, and Scholarships/Grants, to multiple students based on calendar year and grade level. Each component requires selecting 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	 Select an option from the Component list. Select a Tuition Group and the respective tuition, discount, or scholarship/grant. Click Next.



2 - Students	 Choose either Select Students or Adhoc Filter: If Select Students was chosen:
3 - Preview	 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. Click Run Wizard.
4 - Finish	 Click Export to PDF to download a list of each of the students who have had the component applied. 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.



