

Tuition Tool Rights

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Tuition provides schools and districts with tools to manage tuition billing and payment processes for programs such as private schools, preschools, non-resident students, and summer sessions.

Tuition tools are part of the [Campus Payments](#) product. To learn about the Tuition tools and processes, see the [Tuition - Start here](#) article.

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- [Online Payments](#) must be enabled before Tuition tools can be turned on.
- **Enable Tuition** must be set to **Yes** under **System Settings > System Preferences**

Tuition Tools Tool Rights

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.

R	W	A	S
• Access and view the Tuition Assignment Wizard. • Select available options on the Component, Students, Preview, and Finish screens. • Assign tuition, discounts, scholarships, and grants to students.	• N/A	• N/A	• N/A

Tuition Group Setup

The [Tuition Group Set Up](#) tool is used to create a tuition group and generate all the components supported in the Tuition module. The Tuition Group Set Up tool is used to create a tuition group and generate all the components supported in the Tuition module (payment plans, tuitions, scholarships/grants).

Subrights are in *italics*.

R	W	A	D
Access and view the Tuition Group Setup tool.	N/A	N/A	N/A
<i>Tuition Set Up</i>			
Access and view Tuitions.	Modify existing Tuitions.	Add new Tuitions.	Delete Tuitions.
<i>Tuition Payment Plans</i>			
Access and view Payment Plans.	Modify existing Payment Plans.	Add new Payment Plans.	Delete Payment Plans.
<i>Scholarships/Grants</i>			
Access and view Scholarships & Grants.	Modify existing Scholarships & Grants.	Add new Scholarships & Grants.	Delete Scholarships & Grants.
<i>Tuition Discounts</i>			
Access and view Tuition Discounts.	Modify existing Tuition Discounts.	Add new Tuition Discounts.	Delete Tuition Discounts.

Student Tuition Tool Rights

The [Tuition \(Student Information\)](#) tool captures tuition-related information for each selected student.

R	W	A	D
Access and view the student's tuition records.	Modify existing student tuition records.	Create records for the student: • Assign Tuition • Assign Discount • Assign Scholarship/Grant • Make Payment • Make Adjustment	Delete student tuition-related transactions when deletion is allowed.

Census Tuition Payments Tool Rights

The [Tuition Payments \(Census\)](#) tool lets district staff select a payer to view all associated students in their household and their tuition details. You can review summary totals for debit, credit, and balances, and make payments against each student's payment plan using cash, check, or credit card.

R	W	A	D
Access and view existing student tuition records.	Modify existing student tuition records.	Create records for the student. • Assign Tuition • Assign Discount • Assign Scholarship/Grant • Make Payment • Make Adjustment	Delete student tuition-related transactions when deletion is allowed.

Tuition Reports Tool Rights

Tuition reports only require R (read) rights to generate the [Tuition Reports](#):

- **Billing Statement:** Set up and generate billing statements based on selected Tuition Groups or Ad hoc filters.
- **Past Due Report:** Displays all overdue amounts for selected tuitions as of a specific date.
- **Tuition Inquiry:** Allows users to view detailed information about individual students' tuition accounts.
- **Tuition Paid Report:** Provides guardians with a report showing the total amount paid in a calendar year for tax purposes.

Suggested User Groups

Create User Groups as appropriate for your district's needs.

See [User Groups and Suggested Roles](#) for more information.