


## 9.2 Calculate and View Tuition for an Individual Student

**Purpose:** Use this document as a reference for how to calculate and view tuition for an individual student in ctcLink.

**Audience:** Cashiers, Bursars

 You must have at least one of these local college managed security roles:

- ZC SF Tuition and Fees
- ZZ SF Tuition Calculation
- ZZ SF Tuition and Fees

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

## Calculate and View Tuition for an Individual Student

### Calculating Tuition for an Individual Student

**Navigation:** NavBar > Navigator > Student Financials > Tuition and Fees > Tuition Calculation

1. The **Tuition Calculation** search page displays.
2. Enter a student **ID**.
3. Select the **Search** button.

## Tuition Calculation

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

### ▼ Search Criteria

ID	begins with ▼	201036446
Campus ID	begins with ▼	
National ID	begins with ▼	
Last Name	begins with ▼	
First Name	begins with ▼	

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

- The **Tuition Calculation** page displays. This page is used to calculate a student's tuition.
  - OPTIONAL: Use the **Override Tuition Group** lookup button (magnifying glass) to change a student's assigned tuition group.
- Select the **Calculate Tuition and Fees** button.

## Tuition Calculation

Francis Testing

ID 201036446

Academic Information

Display Student's Accounts

### Academic Details

View All First 1 of 1 Last

Academic Career Undergraduate

### Student Tuition Calculation Details

Find | View All First 1 of 6 Last

Academic Institution Spokane CC

Business Unit Spokane Community College

Term 2015 FALL Quarter

Billing Career Undergraduate

Primary Program Non-Award Seeking

Campus Main Campus

☐ Override Billing Units

Projected Bill Units

☐ Override Initial Enroll Fee

☐ Override Initial Add Fees

Tuition Residency 0.000

Tuition Group Acad Career Tuition Group

Override Tuition Group

Tuition Calc Date Time 09/26/2015 10:05PM

☐ Tuition Calc Required

Calculate Tuition and Fees

Display Tuition and Fees

Display Errors / Warnings

Save Return to Search Notify Refresh

# Viewing Tuition for an Individual Student

**Navigation: NavBar > Navigator > Student Financials > Tuition and Fees > Tuition Calculation**

1. The **Tuition Calculation** search page displays.
2. Enter **Search Criteria**.
3. Select the **Search** button.
4. The **Tuition Calculation** page displays.
5. Select the **Display Tuition and Fees** link to review charges for the tuition and fees that have been calculated.

The screenshot shows the 'Tuition Calculation' page for Francis Testing (ID: 201036446). The page is divided into sections: 'Academic Details' and 'Student Tuition Calculation Details'. Under 'Academic Details', the 'Academic Career' is 'Undergraduate'. The 'Student Tuition Calculation Details' section includes fields for 'Academic Institution' (Spokane CC), 'Term' (2015 FALL), 'Primary Program' (Non-Award Seeking), 'Tuition Residency' (0.000), and 'Override Tuition Group'. There are also checkboxes for 'Override Billing Units', 'Override Initial Enroll Fee', and 'Tuition Calc Required'. On the right side, there are fields for 'Business Unit' (Spokane Community College), 'Billing Career' (Undergraduate), 'Campus' (Main Campus), 'Projected Bill Units', and 'Override Initial Add Fees'. At the bottom, there are buttons for 'Calculate Tuition and Fees', 'Display Tuition and Fees' (highlighted with a red box), and 'Display Errors / Warnings'. The page also includes a 'Save' button and a 'Return to Search' button.

6. The Tuition Calculation **Tuition and Fees** page displays.
  - a. **Tuition and Fees tab 1** displays account item type information.
  - b. **Tuition and Fees tab 2** displays course and session information.
  - c. **Tuition and Fees tab 3** displays waivers, due date calendar, and any adjustment calendar and refund information.
  - d. **Tuition and Fees tab 4** displays academic information.
7. Select the **Return** link at the bottom of the page.

Tuition Calculation

**Tuition and Fees**

Francis Testing ID 201036446

Total 1,379.49 USD

Personalize Find View All First 1-22 of 22 Last

Tuition and Fees 1	Tuition and Fees 2	Tuition and Fees 3	Tuition and Fees 4
Account Nbr	Item Type	Description	Amount
1 FEE001	200000000100	Technology Fee	0.00
2 FEE001	200000000100	Technology Fee	40.00
3 FEE001	200000000200	Comprehensive Fee	40.00
4 FEE001	200000000300	Registration Fee	10.00
5 FEE001	200000000400	American Honors QTRLY Fee Res	0.00
6 FEE001	200000000450	American Honors Nonres Qtrly F	0.00
7 FEE001	220000000054	Class Fee - Language Labs	2.50
8 FEE001	229600000028	Class Fee - Math Labs	5.00
9 MIS001	560000000000	International Student Insuranc	0.00
10 TUT001	1000000001000	Tuition Operating Fee	1,018.75
11 TUT001	1000000001050	Over 18CR VOC Operating Fee	0.00
12 TUT001	1000000001100	Tuition Operating NRes	0.00
13 TUT001	1000000001200	Tuition Operating Int'l	0.00
14 TUT001	1000000001250	VOC TUITION OVER 18 NR	0.00
15 TUT001	1000000001275	VOC TUITION OVER 18 INTERNATIO	0.00
16 TUT001	1000000002000	Tuition Building Fee	126.70
17 TUT001	1000000002100	Tuition Building NRes	0.00
18 TUT001	1000000002200	Tuition Building Int'l	0.00
19 TUT001	1000000003000	Tuition S&A Fee	136.55
20 TUT001	1000000003100	Tuition S&A NRes	0.00
21 TUT001	1000000003200	Tuition S&A Int'l	0.00
22 TUT001	600000000012	Upper/Lower Res OP Adj	0.01

Return

8. The **Tuition Calculation** page displays.
9. Select the **Display Errors/Warnings** link to access the **Calculation Messages** page to review messages associated with the student's tuition and fees calculation.

Tuition Calculation

Francis Testing ID 201036446

Academic Information Display Student's Accounts

**Academic Details** View All First 1 of 1 Last

Academic Career Undergraduate

**Student Tuition Calculation Details** Find View All First 1 of 6 Last

Academic Institution Spokane CC Business Unit Spokane Community College

Term 2015 FALL Quarter Billing Career Undergraduate

Primary Program Non-Award Seeking Campus Main Campus

☐ Override Billing Units Projected Bill Units

☐ Override Initial Enroll Fee ☐ Override Initial Add Fees

Tuition Residency 0.000 Tuition Group Acad Career Tuition Group

Override Tuition Group Tuition Calc Date Time 09/04/2018 8:58AM

☐ Tuition Calc Required

Calculate Tuition and Fees Display Tuition and Fees Display Errors / Warnings

Save Return to Search Notify Refresh

10. The Tuition Calculation **Calculation Messages** page displays.
  - a. **Calculation Messages 1 tab** displays warnings and messages associated with the tuition calculation.
  - b. **Calculation Messages 2 tab** displays academic information for the student.
11. Select the **Return** link at the bottom of the page.

Tuition Calculation		
Calculation Messages		
Francis Testing		ID 201036446
Personalize   Find   View All   First 1-28 of 28 Last		
Messages 1	Messages 2	Messages 3
Error / Warning	Message Text	Explanation
1 Warning	No Student Enrollment record found.	
2 Warning	Criteria Invalid, it does not apply to this student.	Criteria passed does nor apply to the student whose Emplid was passed.
3 Warning	Criteria Invalid, it does not apply to this student.	Criteria passed does nor apply to the student whose Emplid was passed.
4 Warning	Unable to find Term Fee record.	Term Fee record has not been set up in the Term Fee Table.
5 Warning	Criteria Invalid, it does not apply to this student.	Criteria passed does nor apply to the student whose Emplid was passed.
6 Warning	Unable to find Term Fee record.	Term Fee record has not been set up in the Term Fee Table.
7 Warning	Criteria Invalid, it does not apply to this student.	Criteria passed does nor apply to the student whose Emplid was passed.
8 Warning	Unable to find Term Fee record.	Term Fee record has not been set up in the Term Fee Table.
9 Warning	Unable to find Term Sub Fee record.	Term Sub Fee has not been set up in the Term Sub Fee table.
10 Warning	Unable to find Term Sub Fee record.	Term Sub Fee has not been set up in the Term Sub Fee table.
11 Warning	Unable to find Term Sub Fee record.	Term Sub Fee has not been set up in the Term Sub Fee table.
12 Warning	Unable to find Term Sub Fee record.	Term Sub Fee has not been set up in the Term Sub Fee table.
13 Warning	Criteria Invalid, it does not apply to this student.	Criteria passed does nor apply to the student whose Emplid was passed.
14 Warning	Criteria Invalid, it does not apply to this student.	Criteria passed does nor apply to the student whose Emplid was passed.
15 Warning	Unable to find Term Sub Fee record.	Term Sub Fee has not been set up in the Term Sub Fee table.
16 Warning	Criteria Invalid, it does not apply to this student.	Criteria passed does nor apply to the student whose Emplid was passed.

12. The **Tuition Calculation** page displays.
13. Select **Display Student's Account** to display specific charges for the student.

Tuition Calculation

Francis Testing

ID 201036446

Academic Information

Display Student's Accounts

Academic Details

View All First 1 of 1 Last

Academic Career Undergraduate

Student Tuition Calculation Details

Find | View All First 1 of 6 Last

Academic Institution Spokane CC

Term 2015 FALL Quarter

Primary Program Non-Award Seeking

☐ Override Billing Units
 ☐ Override Initial Enroll Fee

Tuition Residency 0.000

Override Tuition Group

☐ Tuition Calc Required

Business Unit Spokane Community College

Billing Career Undergraduate

Campus Main Campus

Projected Bill Units

☐ Override Initial Add Fees

Tuition Group Acad Career Tuition Group

Tuition Calc Date Time 09/04/2018 8:58AM

Calculate Tuition and Fees

Display Tuition and Fees

Display Errors / Warnings

Save

Return to Search

Notify

Refresh

14. The **Student Accounts** page displays.
15. Select the **Account Details** link for additional detail of a specific charge.
16. Select the **Return** link to go back to the **Student Accounts** page.
17. Then select the **Return** link to go back to the **Tuition Calculation** page.

## Tuition Calculation

### Student Accounts

Francis Testing

ID 201036446

Find | View All First 1 of 3 Last

Business Unit WA171 Spokane Community College

Personalize | Find | View All | First 1-5 of 5 Last

Account Type	Account Number	Term	Balance	Created	
1 Conversion	CNV001		0.00 USD	08/21/2015	Active
2 Mand Fees	FEE001	FALL 2018	0.00 USD	08/14/2018	Active
3 Mand Fees	FEE001	FALL 2015	97.50 USD	09/07/2018	Active
4 Tuition	TUT001	FALL 2018	0.00 USD	08/14/2018	Active
5 Tuition	TUT001	FALL 2015	1,236.99 USD	09/07/2018	Active

Account Details  
Account Details  
Account Details  
Account Details  
Account Details

Return

18. Process complete.