

## 9.2 Managing Admissions Application Fees Configuration

**Purpose:** Use this document as a reference for how to manage admissions application fee configuration in ctcLink.

**Audience:** Student Financials.

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

- ZD SACR SF Local Config
- ZZ SACR SF Charges Fees Config

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

### Managing Admissions Application Fees Configuration

**Navigation:** NavBar > Navigator > Set Up SACR > Product Related > Student Financials > Admission Fees > Application Fees

1. The **Application Fees** search page displays.
2. Select the **Add a New Value** tab.
3. Enter **SetID**.
4. Enter **Application Fee Code**.
5. Select **Add**.

← Manager Self Service

Application Fees

Application Fees

Find an Existing Value

Add a New Value

SetID WA140

Application Fee Code GEN

Add

6. The **Application Fees** tab displays.
7. To set up application fees, use the **Application Fees** components:
  - a. Define application fees.
  - b. Define application fee item types.
  - c. Define application sub fees.
8. You must define the rules that your institution uses to assess application fees. Each application fee code that you define represents one or more individual fee charges (sub fees).
9. A one-to-one relationship exists between an application fee and an application center. You can define only one application fee for an application center. However, an application fee can have multiple sub fees. For example, you could charge different sub fees based on a student's admit type. Then, each admit type (for example, new students, transfer students, or readmitted students) would have its own application sub fee.
10. Select the **Application Fee Item Types** link.

**Manager Self Service** **Application Fees**

Application Fees | Application Sub Fees

SetID WA140 Fee Code GEN

\*Description **Admissions Application Fee**

\*Fee Class APP Application Fees Copy Application Fee

**Application Fees** Find | View All First 1 of 4 Last

\*Effective Term 2175 SUMMER 2017

\*Maximum Amount 999,999.00 USD

Minimum/Maximum Fee Code

☒ Post to SF from Application

☒ Post to GL from AAWS App **Application Fee Item Types**

☒ Update App from SF

Update App Fee Status From Pending to Received

Save Return to Search Notify Refresh Add Update/Display

Application Fees | Application Sub Fees

11. The **Application Fee Item Types** pagelet displays.
12. The college must have a fee class to associate the fee with and must enter application fee item types. Student Financials will need to set up or have item types in advance of this configuration.
13. Select the **OK** button to close the pagelet.
14. Select the **Application Sub Fees** tab.

**Manager Self Service** **Application Fees**

Application Fees

**Application Fee Item Types**

Account to Post STU

Charge Item Type 390000000000

Paid Item Type

Waiver Item Type 600000000000

Due Date Code

☒ Track Payment Method

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

*Tender Category	*Item Type

OK Cancel Refresh

**Note:** The billing and due calendar must be set up with a pivot date of application date for a due date code to be available.

15. The **Application Sub Fees** tab displays.
16. It is where you define how/when the fee should be charged. As you can see in the screen shot, you have 8 ways to trigger the application fee.
17. After updating, select the **Save** button.
18. Select the **Application Fees** tab.

The screenshot shows the 'Application Fees' configuration page. The 'Application Sub Fees' tab is active. The page displays various fields for configuring fees, including SetID (WA140), Fee Code (GEN), Admissions Application Fee, Effective Term (2175 SUMMER 2017), Max Amt (999,999.00 USD), Sub Fee Code (GEN), Calculation Option (All Matching Rows), Maximum Amount (80.00 USD), Career Specific (checked), Program Specific (unchecked), Plan Specific (unchecked), Sub-Plan Specific (unchecked), Campus Specific (unchecked), Appl Method Specific (unchecked), Fee Type Specific (unchecked), Admit Type Specific (checked), Institution (WA140 Clark Coll), Career (UGRD Undergrad), Academic Program, Sub-Plan, Application Method, Admit Type (FYR First Year), Flat Amount (25.00 USD), and buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display.

19. The **Application Fees** tab displays.
20. Select the **Copy Application Fee** button which allows you to copy fees from one term to another.
21. The **Enter From and To Term** pagelet displays.
22. Select **OK** to close the pagelet.

Manager Self Service Application Fees

Application Fees Application Sub Fees

SetID WA140 Fee Code GEN

\*Description Admissions Application Fee

\*Fee Class MAN Mandatory Tuition & Fees

Copy Application Fee

Application Fees

\*Effective Term 2175 SUMMER 201

\*Maximum Amount 999,999.00

Minimum/Maximum Fee Code

☒ Post to SF from Application

☒ Post to GL from AAWS App

☒ Update App from SF

Update App Fee Status From Pending

Save Return to Search Notify Refresh

Application Fees | Application Sub Fees

Enter From and To Term

From Term

To Term

OK Cancel

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

- ZD SACR Recruit AD Config

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

23. After the admissions fee code is configured, the college **Application Center Table** must be configured to handle the admissions fee. This is also where it is configured if the fee is required for submission, or if applicants can pay later.
- **Navigation: NavBar > Navigator > Set Up SACR > Product Related > Recruiting and Admissions > Applicants > Application Center Table**

Application Fees

Application Center Table

Application Center Table

Academic Institution WA140 Clark College  
Application Center W140

Application Center Details

Find | View All First 1 of 1 Last

\*Effective Date 01/01/1901

\*Status Active

\*Description Academic Applicant

Short Description Applicant

Academic Career Undergraduate

Telephone Contact 1

Telephone Contact 2

Application Fee Code GEN Admissions Application Fee

Deposit Fee Code

☐ Calculate Deposit Fee in Batch

Student FTP Server ID

CRM FTP Server ID

Application Detail

Application Fee Required? ☐ Yes ☒ No

Save

Return to Search

Notify

Refresh

Add

Update/Display

Include History

Correct History

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

- <there are no college-grantable roles>

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

- Allowing fee waiver requires Waiver Basis Code configuration to be used. This is the code that they applicant enters in order to trigger the waiver.
  - Navigation: NavBar > Navigator > Set Up SACR > Product Related > Recruiting and Admissions > Applicants > Application Fee Waiver Basis**

Application Center Table

Application Fee Waiver Basis

Application Fee Waiver Basis

Academic Institution WA140 Clark College

Waiver Basis Code TEST

Application Fee Waiver Details

Find | View All First 1 of 1 Last

\*Effective Date07/01/2019

\*StatusActive

\*DescriptionWaive Application Fee

Short DescriptionTEST

Save

Notify

Refresh

Add

Update/Display

Include History

Correct History

25. Test additions or changes in your test environment before implementing in production and consult with ERP support with any questions.
26. Process complete.