

Updating Tuition Charges (Term Fees)

Purpose: Use this document as a reference for updating tuition charges for Student Financials in ctLink.

Audience: Student Financials staff.

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

- ZD SACR SF All Config
- 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.

Copy Term Fees Forward

i The Term Fees can be copied forward to the next quarter before updating the tuition charge amount. This can make for less data entry.

Navigation: Setup SACR > Product Related > Student Financials > Tuition and Fees > Copy Term Fees

1. The Copy Term Fees search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
 - NOTE: It is important to note that **Run Control IDs** cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA010_RUN_CRED_HIST_AR (Peninsula, Run Credit History, User Initials).
3. The Copy Term Fees page displays.
4. Under the Parameters section, select Copy All Term Fees from the Copy Options drop-down menu.

5. Enter the **SetID**.
6. Enter the 'copy-from' term in **From Term** field and then enter the 'copy-to' term in **To Term** field.
7. Select **Run** and then select **OK**.
8. Section complete.

 You can verify that the Term Fees have been copied by going into the Term Fee and selecting the Term Fee tab. Navigation: **Setup SACR > Product Related > Student Financials > Tuition and Fees > Term Fee**. You can also run the query CTC_SF_TUITION_SETUP. The query prompts are Business Unit and Term.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

View the external link to [Copy Term Fees](#). This link will open in a new tab/window.

Update Individual Tuition Term Fees

 For each Tuition Term Fee, the charge amount needs to be updated.

Navigation: Set Up SACR > Product Related > Student Financials > Tuition and Fees > Term Fees

1. The Term Fees search page displays.
2. On the **Find an Existing Value** tab, enter **SetID**.
3. Select **Search**. The Search Results section of the page populates.
4. Select the **Term Fee Code** you wish to update.
5. The Term Fees page displays.

6. Verify you are on the correct term by selecting the **Term Fees** tab. If you do not see the correct term, there is a **Copy Term Fee** button that quickly copies the information to a new term.
7. Select the **Term Sub Fees** tab to update the applicable fields to the new amount(s):
 - **Amount/Unit**: Enter the amount to charge per unit.
 - **Flat Amount**: Enter a flat amount to charge, regardless of the units taken.
 - **Amount/Unit (surcharge)**: Enter a per unit surcharge for overload units. Used most often with the tuition term fees.
8. Select **Save**.
9. Process complete.

 Note: Tuition related term fees will have 3 different rows of Sub Fees to represent the 3 different levels of tuition (credits 1-10, 11-18, 18+).

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

View the external link to [Update Term Fee Rate](#). This link will open in a new tab/window.