

# Add a Course Fee through Student Financials

**Purpose:** Use this document as a reference for how to add a course fee in ctcLink.

**Audience:** Student Financials staff

 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.

**Navigation:** Set Up SACR > Product Related > Student Financials > Course and Class Fees > Course Fees

1. The **Course Fees** page displays.
2. Select the **Add a New Value** tab.
3. Enter the **SetID**.
4. Enter or search for the **Course ID**.
5. Select the **Add** button and the **Course Fees** tab page displays.
6. Within the **Term / Session** section:
  - A. Enter the **Term**.
    - The Term is when the fee should apply.
  - B. Select the **Charge Method** drop-down and choose:
    - I. **Always** - *This is the default option and most courses should have this Charge Method.*
    - II. **Not include in term tuition** - *Only use if the class should not charge tuition.*
  - C. *Optional:* Select the **Charge for Wait Listed Class** checkbox.
    - Only select this checkbox if you want students to be charged the Course Fee while on a Wait List.
  - D. Ensure the Include in Pro-rata checkbox is selected.
  - E. Ensure that the Include in other Withdrawal checkbox is selected.
7. Select the **Course Sub Fees** tab and the Course Sub Fees tab displays.
8. Within the Sub Fees sub-section:
  - A. Enter or search for the **Account Type**.
  - B. Enter or search for the **Item Type**.
  - C. Ensure the **Use Criteria Fee Trigger** radio button is selected.

- D. The **Course Rate ID** field remains blank.
  - E. The **Fee Amt Equation** field remains blank.
  - F. Fee Amount Options:
    - I. If you are charging per unit, enter the appropriate dollar amount in the **Amount/Unit** field.
    - II. If you are charging a flat amount, enter the appropriate dollar amount in the **Flat Amount** field.
      - You can only use one option or the other. You cannot use both the Amount/Unit and Flat Amount fields combined.
    - III. **Minimum Amount/Maximum Amount:** These fields only apply to this class section and would only be used if charging per unit. Do not use.
  - G. Enter or search for the **Adjustment Code: STD** (*Standard*).
  - H. Enter or search for the **Due Date Code: STD** (*Standard*).
  - I. *Optional:* Enter or search for the **Waiver Group**.
    - These are college-specific. Please refer to your business process.
  - J. *Optional:* To add multiple fees, select the **Add a New Row [+]** button within the **Sub Fees** sub-section and repeat steps A through I.
9. Select the **Save** button.
  10. Process complete.

Course Fees

Course Sub Fees

SetID

Course ID

Find | View All First 1 of 1 Last

Component

Institution

Campus

Location

Find | View All First 1 of 1 Last

Term / Session

Find | View All First 1 of 1 Last

Term:

Session:

☐ Audit Rate specified

Sub Fees

Find | View All First 1 of 1 Last

\*Account Type

\*Item Type

Fee Trigger ☒ Use Criteria ☐ Use Equation

Course Rate ID

Amount/Unit 0.00

Amount/Unit (Audit) 0.00

Minimum Amount 0.00

\*Adjustment Code

Waiver Group

☐ Exclude HECS Students

Fee Amt Equation

Flat Amount 0.00

Flat Amount (Audit) 0.00

Maximum Amount 0.00 USD

\*Due Date Code

Save

Notify

Refresh

Add

Update/Display

Course Fees | Course Sub Fees

## Video Tutorial

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

## View Tutorial Via Panopto

View the external link to [Add a Course Fee through SF](#). This link will open in a new tab/window.