

## 9.2 The Tuition and Fees Waiver Configuration Report

**Purpose:** Use this guide to learn more on how to read/review the informative and valuable BCS\_SF\_TGRP report in ctcLink.

**Audience:** Employees that work with tuition calculation, fees, and waivers.

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

- ZD\_DS\_QUERY\_VIEWER

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

**i** The below instructions may also be viewed/downloaded as a [Word or Google doc here](#).

When reviewing the below guide, select/click on the images to attain a bigger and clearer view.

### Quick Guide on how to Run and Read the Tuition and Fees Waiver Configuration Report

Please use the BI Report Named BCS\_SF\_TGRP (Tuition Group Fee Waiver Rpt)

Navigation: Reporting Tools > BI Publisher > BIP Query Report Viewer

Note this Guide is on extra large layout to accommodate the report, which displays fine in a browser but to make a document for guiding its easier to see the big picture in this layout.

From the **navigation Reporting Tools > BI Publisher > Query Report Viewer**

Find Report **CTCSF\_TF\_WVR**

(small note running this report to HTM format displays best in your web browser, for reasons unknown at this time if you run to Excel the Surcharge column is blank)

The screenshot shows the 'Query Report Viewer' interface. At the top, there's a search bar with 'CTCSF' entered. Below it, a table lists report definitions. The third row, 'CTCSF\_TF\_WVR', is selected. A modal dialog titled 'QCS\_SF\_TERM\_FEE\_CALC\_CRIT\_BI' is open, showing input fields for 'Business Unit' (WA180), 'Term' (2215), 'Term Fee Criteria (Optional)' (RES), and 'Waiver Criteria (Optional)' (RES). The 'OK' button is highlighted.

A close-up of the modal dialog 'QCS\_SF\_TERM\_FEE\_CALC\_CRIT\_BI'. It shows the same input fields as the previous screenshot: 'Business Unit' (WA180), 'Term' (2215), 'Term Fee Criteria (Optional)' (RES), and 'Waiver Criteria (Optional)' (RES). The 'OK' button is highlighted.

Please enter your:

Business Unit

Term

Term Fee Criteria (Optional can leave blank)

Waiver Criteria (Optional can leave blank)



When reviewing the below guide, select/click on the images to attain a bigger and clearer view.

On the following Page is a sample list of Term Fees with the RES Term Fee Criteria.

There are several Term fees that are nested with in a Tuition Group and Depending on the criteria specific students get certain term fees.

(example of UGRD Tuition group page setup and Term fees within) **circled are the term fees you see in example on next page**

Definition	Adjustment Codes	Criteria	Term Fees	Course Lists	Waivers
Business Unit WA180 Tuition Group UGRD					
Effective Date 01/01/1901 Status: Active					
*Fee Code	Description	Include in Pro-rata Calc	Include in Withdrawal Calc	Lock In Calc	Residency Calc
SBT18+	Resident Operating (18+)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SBTBBN	BAS NonResident Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SBTBBR	BAS Resident Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SBTBDF	BAS NonResident Operating Diff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SBTBON	BAS NonResident Operating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SBTBOR	BAS Resident Operating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SBTBOS	BAS NonResident S & A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SBTBOSR	BAS Resident S & A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SBTBUN	NonResident Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SBTBUR	Resident Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SBTODN	NonResident Operating Diff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SBTOPN	NonResident Operating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SBTOPR	Resident Operating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SBTSAN	NonResident S & A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SBTSAR	Resident S & A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SENRCCR	Senior Citizen Credit Fee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STEMPL	State Employee Fee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TECHFE	Technology Fee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When reviewing the below guide, select/click on the images to attain a bigger and clearer view.

Fee Trigger	Criteria	Term Fee Code – Description	Item Type – Description	From Unit	To Unit	Amt/Unit	Flat Amt	Surcharge	Waiver Code	Waiver Description	Waiver Crit-code	Waiver Item Type	Item Type Description	Waive %	Amt/Unit	Flat Amount	Waiver Criteria
RES	<p>TUITION_RES Equal To IS ACAD_PLAN Not Equal To BAMAMBAS ACAD_PLAN Not Equal To ECETEBAS ACAD_PROG Not Equal To BCHLR</p> <p>Boxed/Circled in Red to the right, are the Terms fees that meet the criteria above this box:</p> <p>Tuition Residency Equal to IS (In State).</p> <p>ACAD_PLAN not equal to BAMAMBAS or ECETEBAS</p> <p>ACAD_PROG not equal to BCHLR</p>																
			Overall credit load of billing units of which to assess the term fee. If it falls between range use this logic, see example														
		SBT18+ - Resident Operating (18+)	100000100000-Resident Operating	18.00	999.00	0.00	0.00	Unit Begins: 18.00 Amt/Unit: 98.93 Flat Amt: 0.00									
		SBTBUR - Resident Building	100000200000-Resident Building	1.00	9.99	12.18	0.00	Unit Begins: 0.00 Amt/Unit: 0.00 Flat Amt: 0.00									
		SBTBUR - Resident Building	100000200000-Resident Building	10.00	17.99	0.00	121.80	Unit Begins: 10.00 Amt/Unit: 4.29 Flat Amt: 0.00									
		SBTBUR - Resident Building	100000200000-Resident Building	18.00	999.00	0.00	156.12	Unit Begins: 0.00 Amt/Unit: 0.00 Flat Amt: 0.00									
			Item type that will be posted to Student Account for each Term Fee the Student Matches with														
			Item type that will be posted to Student Account for each Term Fee the Student Matches with														
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		SBTOPR - Resident Operating	100000100000-Resident Operating	1.00	9.99	89.24	0.00	Unit Begins: 0.00 Amt/Unit: 0.00 Flat Amt: 0.00									
		SBTOPR - Resident Operating	100000100000-Resident Operating	10.00	17.99	0.00	892.40	Unit Begins: 10.00 Amt/Unit: 44.90 Flat Amt: 0.00									
		SBTOPR - Resident Operating	100000100000-Resident Operating	18.00	999.00	0.00	1251.60	Unit Begins: 18.00 Amt/Unit: 101.42 Flat Amt: 0.00									
			Example: Non-Bachelor Resident student enrolled in 15 units. Would fall in 10-17.99 credit range. Be Charged Flat rate of 121.80 and Surcharge rate of 4.29 for 5 credits. (for every credit greater than 10). So in the end its (121.80 + 21.45 = 143.25)														
			Example: Non-Bachelor Resident student enrolled in 15 units. Would fall in 10-17.99 credit range. Be Charged Flat rate of 892.40 and Surcharge rate of 44.90 for 5 credits. (for every credit greater than 10). So in the end its (892.40 + 224.50 = 1116.90)														
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Fee Trigger	Criteria	Term Fee Code -- Description	Item Type -- Description	From Unit	To Unit	Amt/Unit	Flat Amt	Surcharge	Waiver Code	Waiver Description	Waiver Crit-code	Waiver Item Type	Item Type Description	Waive %	Amt/Unit	Flat Amount	Waiver Criteria
RES	TUITION_RES Equal To IS ACAD_PLAN Not Equal To B ACAD_PLAN Not Equal To EC ACAD_PROG Not Equal To B																
		SRT1B - Resident Operating (18+)	100000100000-Resident Operating	18.00	999.00	0.00	0.00	Unit Begins: 18.00 Amt/Unit: 98.93 Flat Amt: 0.00									
		SRTBUR - Resident Building	100000200000-Resident Building	1.00	9.99	12.18	0.00	Unit Begins: 0.00 Amt/Unit: 0.00 Flat Amt: 0.00									
		SRTBUR - Resident Building	100000200000-Resident Building	10.00	17.99	0.00	121.80	Unit Begins: 10.00 Amt/Unit: 4.29 Flat Amt: 0.00									
		SRTBUR - Resident Building	100000200000-Resident Building	18.00	999.00	0.00	156.12	Unit Begins: 0.00 Amt/Unit: 0.00 Flat Amt: 0.00									
									W72	Dependent of Eligible Veteran	W72	6000000002050	Child/Spouse Vet/NG Wvr	100	0.00	0.00	STONT_GROUP=Equal To B72
									W71	Other Military or Naval Vets	W71	6000000002375	Other Military Waiver	25	0.00	0.00	STONT_GROUP=Equal To SW71
									W70	Eligible Vets or Nat'l Guard	W70	6000000003950	Vet/National Guard Waiver	25	0.00	0.00	STONT_GROUP=Equal To SW70
									W56	Senior Citizen Credit Waiver	W56	6000000003330	Senior Citizen Waiver	100	0.00	0.00	STONT_GROUP=Equal To B56
									W51	State Employee	W51	6000000003400	State Employee Waiver	100	0.00	0.00	STONT_GROUP=Equal To B51
									W04	Dependent of Law Enf/FF	W04	6000000001925	Law Enf/FF Dependent Waiver	100	0.00	0.00	STONT_GROUP=Equal To W04
									W75	DOD Tuition Assistance Waiver		6000000000750	DOD Tuition Assistance Waiver	100	0.00	0.00	-
									W84	Wrongfully Convicted	W84	6000000004125	Wrongfully Convicted Waiver	100	0.00	0.00	STONT_GROUP=Equal To SW9A
		SRTOPR - Resident Operating	100000100000-Resident Operating	1.00	9.99	89.24	0.00	Unit Begins: 0.00 Amt/Unit: 0.00 Flat Amt: 0.00									
		SRTOPR - Resident Operating	100000100000-Resident Operating	10.00	17.99	0.00	892.40	Unit Begins: 10.00 Amt/Unit: 44.50 Flat Amt: 0.00									
		SRTOPR - Resident Operating	100000100000-Resident Operating	18.00	999.00	0.00	1251.60	Unit Begins: 18.00 Amt/Unit: 101.42 Flat Amt: 0.00									

Nested below each group of Term Fees is a list of eligible waivers. These waivers may waive via %, Amt/Unit, or Flat Amt. The % would be that of the calculated total for that term fee. Waivers post via Item Type and apply credit to connected charges

Waivers with criteria, have criteria either assigned on the Student Group or Equation Variable pages. Use the values highlighted in Green to input for waivers to function

From the navigation Student Financials > Tuition and Fees > Equation Variables

From the navigation Records and enrollment > Career and Program information > Student Groups



When reviewing the below guide, select/click on the images to attain a bigger and clearer view.

Character Variables
Numeric Variables
Y / N Flags

101044046
1 of 1
View All

Billing Career UGRD Undergraduate
Institution WA180 Big Bend Community College

\*Term 2213

Character Variables

Var Char1
Var Char2
Var Char3
Var Char4
Var Char5

Var Char6
Var Char7
Var Char8
Var Char9
Var Char10

Student Groups

101044046
1 of 1
View All

Academic Institution Details

\*Academic Institution WA180 Big Bend Community College
\*Student Group B04 Dependent of Law Enf/FF

Details

\*Effective Date 06/09/2021
\*Status Active

Comments

Last Update Date/Time by Type