

What is a Service Charge? A service Charge defines additional fees to apply to sections, bundles, or offerings. Some examples of Service Charges are registration, transfer, and drop transaction fees; Campus Service Fee, Technology Fee, Materials Fee, or Administration Fee.

Service Charges are available for selection when setting up the Section Fees page, the Course Fee Template, the Bundle Pricing page or the Offering Fees page provided that you apply the Service Charge to the same Costing Unit as the course, section, bundle, or offering.

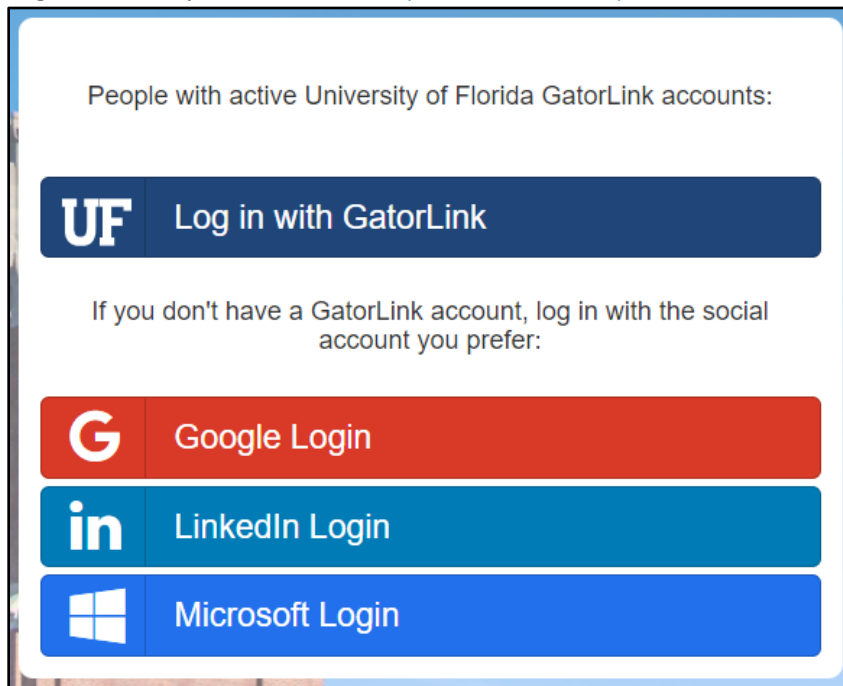
Non-Sufficient Funds: In the event that a check payment is determined to be NSF (Non-Sufficient Funds), you can define an NSF Check Fee. If the NSF Check Fee is set up as a Service Charge, then you can adjust a transaction with that original check payment. On the Transaction Adjustment page, you apply it by checking the Charge NSF Fee checkbox.

Qualifiers: You can use Qualifiers to determine the fee amount based on the specifics of the transaction. For example:

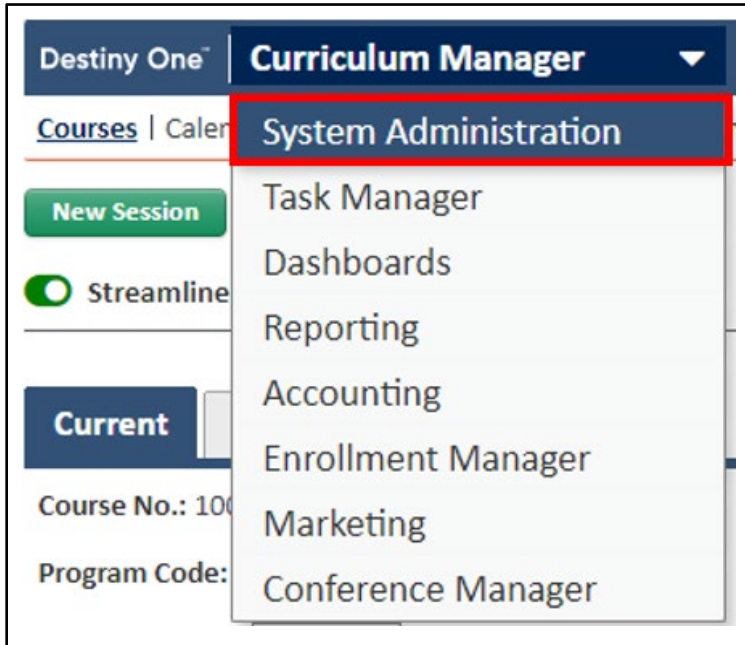
- A drop fee of \$25 is charged if the withdrawal occurs prior to the Section Start Date.
- A drop fee of \$100 is charged if the withdrawal occurs after the Section Start Date.

Types of Fees: Sections can have drop, transfer, and registration fees. Bundles can have drop and registration fees.

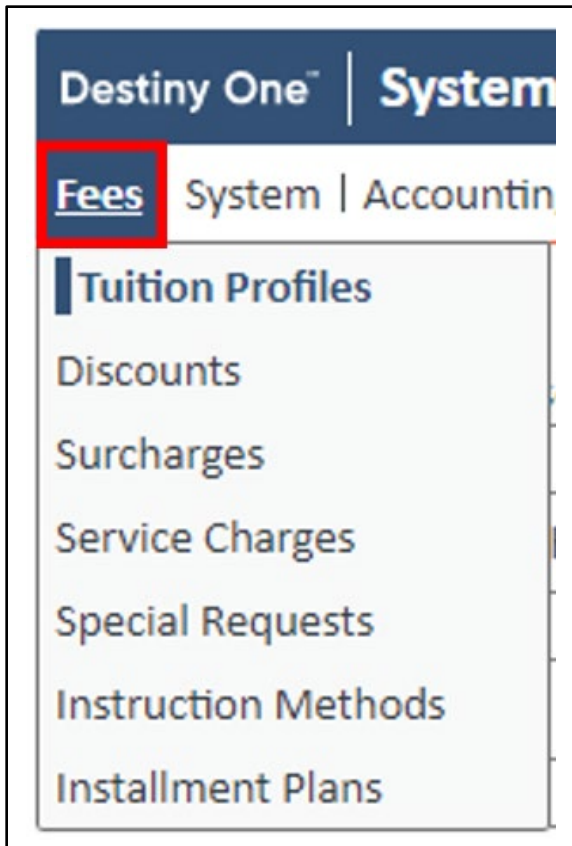
1. Log into Destiny One: uflsv.destinyone.moderncampus.net



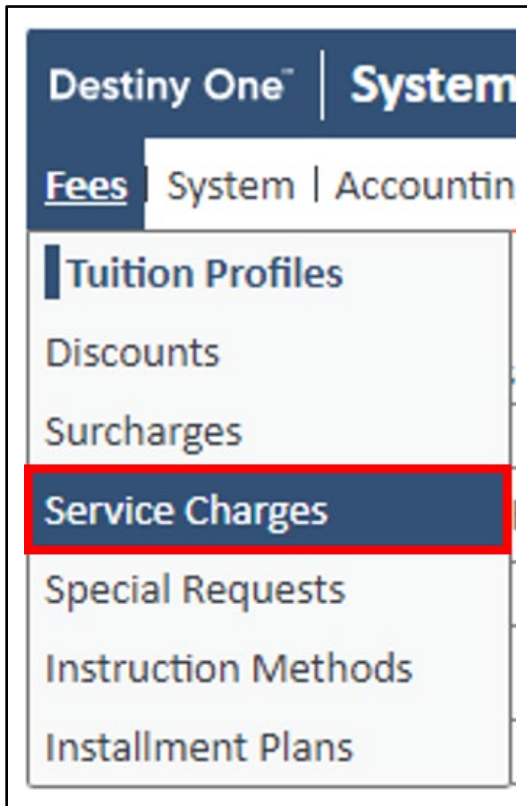
- At the top left of your screen, use the dropdown menu to switch to the “System Administration”.



- Hover over the “Fees” tab at the top.



4. Click "Service Charges".

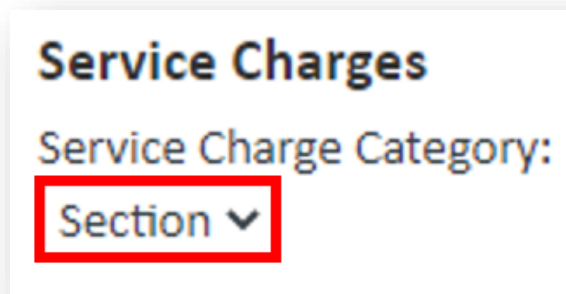


Steps 5 – 10 cover the "Section" option for the Service Charge Category

5. Enter the following information to define an NSF Check Fee (as needed):

- a. NSF Charge \$: Enter the Non-Sufficient Funds Service Charge amount in the text box.
- b. GL Account: Use the select list to identify the revenue account to which NSF fee will be allocated.

- c. Override Reasons: During the transaction process the user has the ability to either not charge or modify the amount of the fee but must select a reason indicating why they did not proceed with the default fee. The values entered in these text boxes will appear in a select list for the user to indicate the reason they are changing the amount of the fee.



NSF Check Fee

NSF Charge \$ *

GL Account:*

Override Reasons: *

1	<input type="text" value="No money"/>	2	<input type="text"/>	3	<input type="text"/>	4	<input type="text"/>
5	<input type="text"/>	6	<input type="text"/>	7	<input type="text"/>	8	<input type="text"/>
9	<input type="text"/>	10	<input type="text"/>	11	<input type="text"/>	12	<input type="text"/>

6. Once all of the NSF Check Fee is entered, select the “Save” button in order to save the NSF Check Fee.

NSF Check Fee

NSF Charge \$ *

GL Account:*

Override Reasons: *

1	<input type="text" value="No money"/>	2	<input type="text"/>
5	<input type="text"/>	6	<input type="text"/>
9	<input type="text"/>	10	<input type="text"/>

7. Enter the following information:

- a. Description: A brief description of the Service Charge in the text box. Example: Reason for being applied to a transaction.
- b. Status: Indicates whether the Service Charge is active or inactive.
- c. Type: Indicates the type of Service Charge. For “sections”, the options are drop, transfer, or registration.
- d. Fee Category: Indicate the applicable fee category.

Note: Code is marked as required but will be automatically assigned once you select the “Save” button.

Drop, Transfer, and Registration Fees

New Fee

Code: *

Description: *

Status: *

Type: *

Fee Category:

8. Enter a Qualifier as needed.

A Qualifier defines the conditions for the Service Charge. Multiple qualifier rules can be added based on either Time Units (sections, bundles and offerings) or Academic Units (sections only). **Note:** Registration Service Charge Time Unit must be conditional.

- a. **Name:** Enter a name for the qualifier. If you are using more than one qualifier the name should contain enough information to suggest when it applies.
- b. **Conditions:** Fields that allow you to define when Destiny One should display the service charge as an option for the staff user to select. For more information, see [Using Qualifiers - Sample Use Cases](#).
- c. **Fees:**
 - i. **Flat Amount \$:** A flat fee that will be charged during the transaction.
 - ii. **Tuition Fee %:** A percentage of the Tuition Fee that will be charged during the transaction. **Note:** The Tuition Fee is the cost of the course section, regardless if it was set up as a Flat Fee or with a Tuition Profile in the Section Fees page. This is called Registration Fee % for bundles and offerings. The % service charge is calculated based on the tuition fee not including the tax amount.
Example 1: If the tuition fee is \$1000 and there is a \$50 tax, a 50% drop fee that is not defined as tax applicable, would be \$500 [50% of the tuition fee alone].
Example 2: If the 50% drop fee is defined as tax applicable then it will be a \$500 fee plus \$25 tax.
Note: The Tuition Fee is the cost of the course section, regardless if it was set up as a Flat Fee or with a Tuition Profile in the Section Fees page.
 1. **Not to exceed \$:** This limits the amount that you want to charge from the Tuition Fee or Registration Fee as a percentage.
 - iii. **Calculate tuition fee based on the percentage of class meetings elapsed:** Calculates the tuition fee based on the class meetings elapsed at the time the staff user is processing the drop. **Note:** This fee option only displays if the service charge is Type is "Drop" or "Transfer".
 1. **Round percentage based up to the nearest:** This field is required if the "Tuition Fee %" checkbox is selected. The percentage you select in the drop down (1%, 10%, 25%, 50%) determines the precision of the rounding when calculating tuition fee to charge. Destiny One rounds the fee UP to the nearest value.
- d. **Selection Notes:** Displays as text with the Qualifier on the Drop Reason/ Transfer Reason page.

Add / Edit Qualifier

Name:

Conditions: *

Between: >/< # and: >/< # Time Units: Bef./Aft.: Date / Manual: *

Between: >/< # and: >/< # Academic Units:

Fees: *

Flat Amount: \$

Tuition Fee: %

Not to exceed: \$

Calculate tuition fee based on the percentage of class meetings elapsed:
Round percentage up to the nearest *

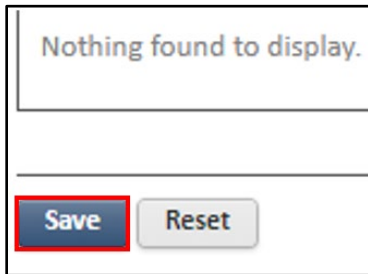
Selection Notes:

9. Select the “Add Qualifier” button to add the qualifier information. Repeat Step 8 for each qualifier you would like to add to the Service Charge.

Selection Notes:

10. Enter the following information:
- a. GL Account: Selects the revenue account to which the Service Charge will be allocated.
 - b. Allocate rounding to this fee component: Applies the rounded debit and credit amounts to the service charge and rounds to the nearest dollar.
 - c. Payment Accounting Mapping: Selects the applicable payment account mapping to which payments of this fee line item amount will be allocated.
 - d. Override Reasons: During the transaction process, you can modify the amount of the Service Charge but must select a reason indicating why they did not proceed with the default charge. The values entered in these text boxes will appear in a select list for the user to indicate the reason they are changing the amount of the Service Charge.
 - e. Costing Units: Select the Program Office and Costing Units for which this Service Charge is applicable. Multiple costing units added or removed from the list. **Note:** To add a costing unit, click the small gray button. To remove a costing unit, click the gray button next to the costing unit you wish to remove.

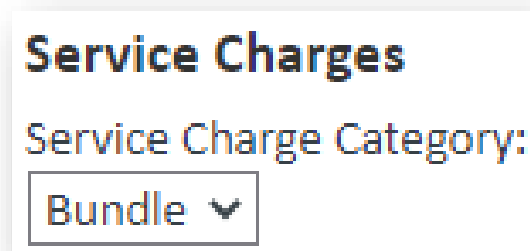
11. Once all information is entered, click the navy “Save” button at the bottom of the page. If there is an error, it will be displayed at the top of the screen. Your progress will not be saved until all errors are corrected.



12. Once your discount is saved, it will be added to the “Active” or “Inactive” lists located at the bottom of the screen.

Steps 13 – 18 cover the “Bundle” option for the Service Charge Category

13. Enter the following information for the Refund Fee:
 - a. Description: A brief description of the Service Charge in the text box. Example: Reason for being applied to a transaction.
 - b. Status: Indicates whether the Service Charge is active or inactive.
 - c. Type: Indicates the type of Service Charge. For “bundle sections”, the options are drop or registration.
 - d. Fee Category: Indicate the applicable fee category.



Note: Code is marked as required but will be automatically assigned once you select the “Save” button.

A screenshot of a form titled "Refund Fee" with a subtitle "New Fee". The form contains five input fields, each with a red border:

- "Code: *" with an empty text box.
- "Description: *" with an empty text box.
- "Status: *" with a dropdown menu showing "Active" and a downward arrow.
- "Type: *" with a dropdown menu showing an empty space and a downward arrow.
- "Fee Category:" with a dropdown menu showing an empty space and a downward arrow.

14. Enter a Qualifier as needed.
A Qualifier defines the conditions for the Service Charge. Multiple qualifier rules can be added based on either Time Units (sections, bundles and offerings) or Academic Units (sections only). **Note:** Registration Service Charge Time Unit must be conditional.
 - a. Name: Enter a name for the qualifier. If you are using more than one qualifier the name should contain enough information to suggest when it applies.

- b. **Conditions:** Fields that allow you to define when Destiny One should display the service charge as an option for the staff user to select. For more information, see [Using Qualifiers - Sample Use Cases](#).
- c. **Fees:**
 - i. **Flat Amount \$:** A flat fee that will be charged during the transaction.
 - ii. **Tuition Fee %:** A percentage of the Tuition Fee that will be charged during the transaction. This is called "Registration Fee %" for bundles and offerings. **Note:** The Tuition Fee is the cost of the course section, regardless if it was set up as a Flat Fee or with a Tuition Profile in the Section Fees page. This is called Registration Fee % for bundles and offerings. The % service charge is calculated based on the tuition fee not including the tax amount.
Example 1: If the tuition fee is \$1000 and there is a \$50 tax, a 50% drop fee that is not defined as tax applicable, would be \$500 [50% of the tuition fee alone].
Example 2: If the 50% drop fee is defined as tax applicable then it will be a \$500 fee plus \$25 tax.
Note: The Tuition Fee is the cost of the course section, regardless if it was set up as a Flat Fee or with a Tuition Profile in the Section Fees page.
 - 1. **Not to exceed \$:** This limits the amount that you want to charge from the Tuition Fee or Registration Fee as a percentage.
 - iii. **Calculate tuition fee based on the percentage of class meetings elapsed:** Calculates the tuition fee based on the class meetings elapsed at the time the staff user is processing the drop. **Note:** This fee option only displays if the service charge is Type is "Drop" or "Transfer".
 - 1. **Round percentage based up to the nearest:** This field is required if the "Tuition Fee %" checkbox is selected. The percentage you select in the drop down (1%, 10%, 25%, 50%) determines the precision of the rounding when calculating tuition fee to charge. Destiny One rounds the fee UP to the nearest value.
- d. **Selection Notes:** Displays as text with the Qualifier on the Drop Reason/ Transfer Reason page.

Add / Edit Qualifier

Name:

Conditions: *

Between: >/< # and: >/< # Time Units: Bef./Aft.: Date / Manual: *

Between: >/< # and: >/< # Academic Units:

Fees: *

Flat Amount: \$

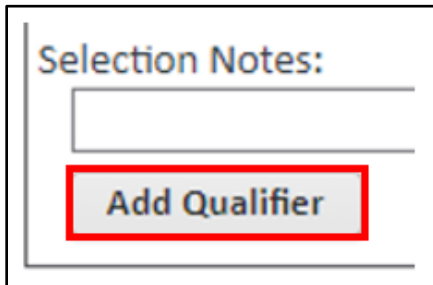
Tuition Fee: %

Not to exceed: \$



Calculate tuition fee based on the percentage of class meetings elapsed:
Round percentage up to the nearest *

Selection Notes:

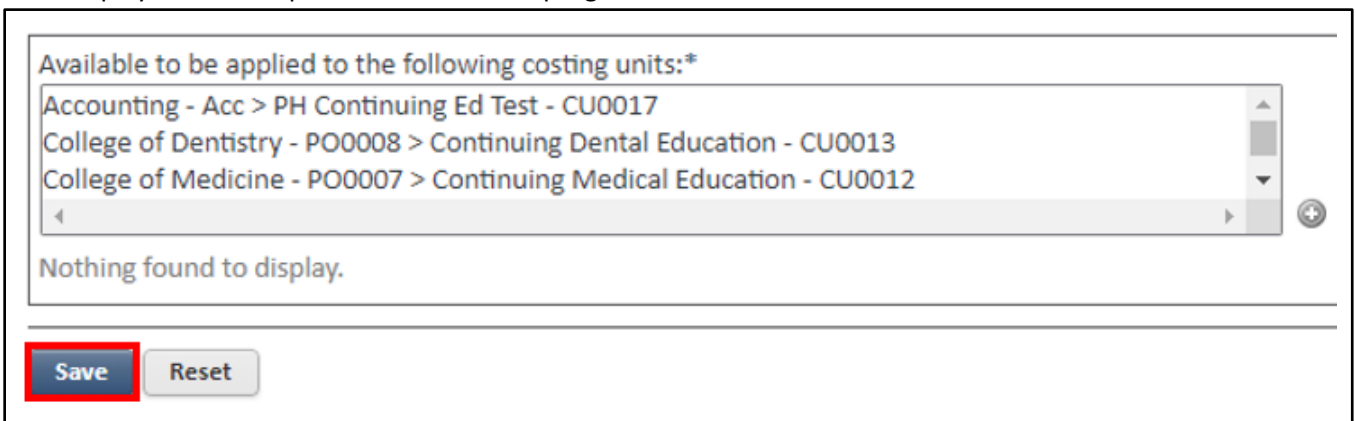
15. Select the “Add Qualifier” button to add the qualifier information. Repeat Step 8 for each qualifier you would like to add to the Drop, Transfer, or Registration Fee.



16. Enter the following required information:

- a. GL Account: Selects the revenue account to which the Service Charge will be allocated.
- b. Allocate rounding to this fee component: Applies the rounded debit and credit amounts to the service charge and rounds to the nearest dollar.
- c. Payment Accounting Mapping: Selects the applicable payment account mapping to which payments of this fee line item amount will be allocated.
- d. Override Reasons: During the transaction process, you can modify the amount of the Service Charge but must select a reason indicating why they did not proceed with the default charge. The values entered in these text boxes will appear in a select list for the user to indicate the reason they are changing the amount of the Service Charge.
- e. Costing Units: Select the Program Office and Costing Units for which this Service Charge is applicable. Multiple costing units added or removed from the list. **Note**: To add a costing unit, click the small gray  button. To remove a costing unit, click the gray  button next to the costing unit you wish to remove.

17. Once all information is entered, click the navy “Save” button at the bottom of the page. If there is an error, it will be displayed at the top of the screen. Your progress will not be saved until all errors are corrected.



18. Once your discount is saved, it will be added to the “Active” or “Inactive” lists located at the bottom of the screen.