

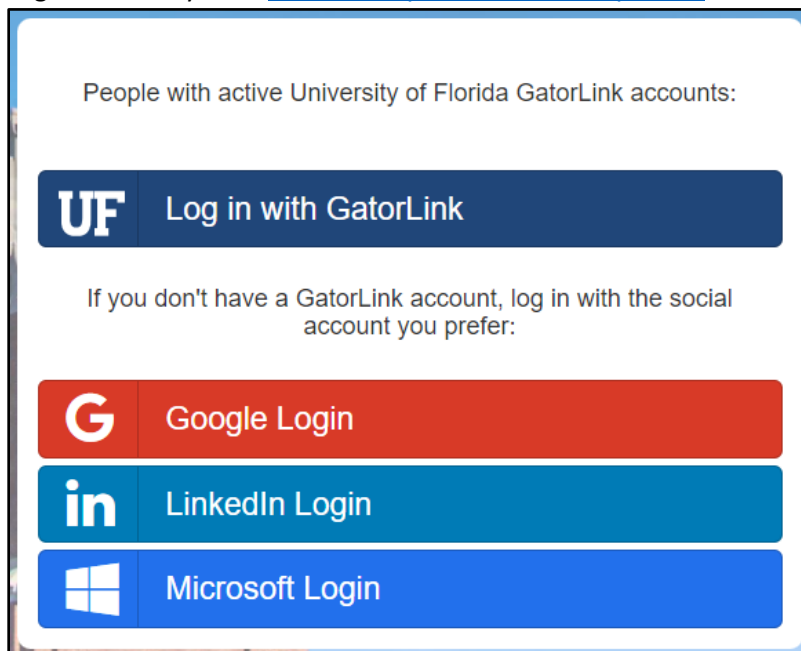
What is a Tuition Profile? A Tuition Profile defines global tuition fees and consistently applies them to enrollment transactions for a variety of course sections. A Tuition Profile can be a flat fee (all associated sections will have the same flat fee), or it can be a variable fee that depends on the number of units or hours in which the student enrolls.

Tuition Profiles can have additional items associated, including:

- **Instruction Methods:** There may be one Tuition Profile for sections offered in class, and a different Tuition Profile for sections offered online. Based on your school's configuration the selection of instruction methods may be available on the Section Profile page instead of the Tuition Profile page.
- **Payment Methods:** There may be one Tuition Profile for Group Pay Transactions, and a different Tuition Profile for Student Pay Transactions.
- **Special Requests:** Tuition Profiles can have special requests associated to them. For instance, there may be a Document Fee associated with enrollment in a course. This Document Fee can be defined to be added to transactions with every enrollment or can be charged only the first time a student enrolls. In the second case, the student will be charged the Document Fee only once, even if there are multiple courses contained in the same basket.

A section may have more than one Tuition Profile assigned; therefore, the user/student can choose which profile to apply to the enrollment during the transaction process. Tuition Profiles can be associated with sections on the Tuition Profile page, on the Section Fees page. **Note:** The association between a Tuition Profile and a section can only be removed on the Section Fees page.

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



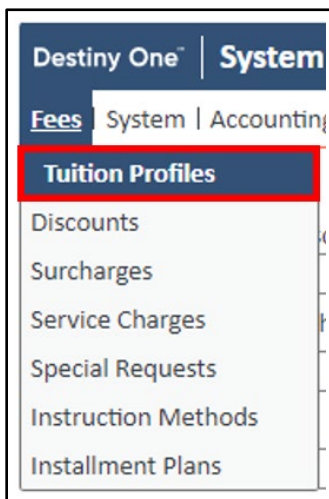
- At the top left of your screen, use the dropdown menu to switch to the “System Administration”.



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



- Click “Tuition Profiles”.



5. Enter the following required information:

- a. **Description:** Internal description for identification purposes of the Tuition Profile. 100-character limit.
- b. **Status:** Indicates whether the Tuition Profile is active or inactive.
- c. **Published Code:** A code used as an item label in the Enrollment Manager and Public View checkout processes.
- d. **Default Refundable:** Selecting this checkbox means that if the Tuition Profile is used for an enrollment, it will be refunded by default if the section is subsequently dropped, subject to any applicable drop fees. If this checkbox is deselected it will not be refunded by default in a drop transaction if no drop fees are associated with the section that is being dropped. If a drop fee is associated to the section, then the drop fee rules will be applied regardless of this setting.
- e. **Effective Date:** The date the Tuition Profile will become available for use. Before this date items will not appear as options in the Enrollment Manager or Public View section panel
- f. **Expiry Date:** The date the Tuition Profile will expire. After this date items will not appear as options in the Enrollment Manager or Public View section panel.

New Tuition Profile

Code: *	Description: *	Status: *	Applicability:
<input type="text"/>	<input type="text"/>	Active ▾	Public ▾
Basis:	Published Code: *	Fee Category:	Default Refundable:
Academic Units ▾	<input type="text"/>	<input type="text"/> ▾	<input checked="" type="checkbox"/>
Effective: *	Expiry: *		
<input checked="" type="radio"/> Date: <input type="text"/>	<input type="radio"/> Date: <input type="text"/>		
<input type="radio"/> <input type="text"/> days before section start date	<input type="radio"/> <input type="text"/> days before section start date		
<input checked="" type="radio"/> Never expires			
<input type="checkbox"/> Allow public view deposit payment			
<input type="checkbox"/> Hide tuition profile to unauthenticated users on the Public View			

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

6. Enter the following Fee Components:

- a. **Fee Amount:** Amount of the fee line item.
- b. **Fee Name:** Name of the fee line item.
- c. **Revenue GL Account:** Account to which the fee line item will be allocated.
- d. **Payment Account Mapping:** Account to which payments of this fee line item amount will be allocated.
- e. **Discountable:** Indicates if the fee line item amount can be discountable. Checkbox must be selected for potential discounts to be applied.
- f. **Surcharge:** Indicates if the fee line item amount will be surchargeable. Checkbox must be selected for potential surcharges to be applied.
- g. **Rule:** Available selections will depend on the selection made in the Basis data field.
 - i. Tuition Profiles with an “Hourly” Basis must use “per Hour” or “Flat Fee”.
 - ii. Tuition Profiles with a “Flat Fee” Basis must have fee components without a Rule categorization.
 - iii. Tuition Profiles with an “Academic” Basis must have fee components with a “per Unit” or a “Flat Fee”.

Note: Select the “Add Revenue Account” button to add an additional fee/revenue account. To remove a fee/revenue account, select the small gray minus circle. Click the calculator button to total the amounts if more than one Fee Amount is entered.

Note: If the Tuition Profile has already been used in at least one student enrollment, it is not possible to modify the Basis or change the fee components. A new version of the Tuition Profile must be created, using the “Copy To New” button.

7. Once all of the Fee Component information is entered, select the “Add Fee Component” button in order to save the Fee Component information.

Fee Components

Amount	Name	Revenue GL Account	Payment Account Mapping
<input type="text" value="500"/>	<input type="text" value="1"/>	<input type="text" value="Testing part 2 for PD purposes - 12345"/>	<input type="text" value="defaultValue - AM0000"/>

Discountable Surchargeable

Total: \$500.00

Rule

Add Fee Component

Nothing found to display.

8. Enter the following required information:
 - a. Override Reasons (located at the bottom of the screen): 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.
 - b. Costing Units (located at the bottom of the screen): Select the Program Office and Costing Units for which this Tuition Profile 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.

Override Reasons*

Use options from preference table

Add the following options:

1 <input type="text"/>	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"/>









Available to be applied to the following costing units*

- Accounting - Acc > PH Continuing Ed Test - CU0017
- College of Dentistry - PO0008 > Continuing Dental Education - CU0013
- College of Medicine - PO0007 > Continuing Medical Education - CU0012

Nothing found to display.

9. Enter the following information as needed:

- a. **Applicability:** Indicates if the Tuition Profile is applicable for Internal or Public.
 - i. **Public** indicates that the Tuition Profile is made available to registrations on the Public View and through the Enrollment Manager.
 - ii. **Internal** indicates the Tuition Profile is only available during registrations made through the Enrollment Manager.
- b. **Basis:** Selects the way in which the fee will be applied. **Note:** This cannot be changed after the profile is saved for the first time.
 - i. **Academic Units:** The fee will vary depending on the number of units in which the student is enrolled.
 - ii. **Flat Fee:** All associated sections will have the same flat fee.
 - iii. **Hourly:** The fee will vary depending on the number of section hours.
- c. **Fee Category:** Indicates the applicable fee category. Available selections are based on the Fee Category Preference Table.
- d. **Allow public view deposit payments:** Specifies which Tuition Profile fees allow partial deposit payments for an enrollment transaction from the Public View. **Note:** Not recommended!
- e. **Hide Tuition Profile:** Specifies if the Tuition Profile will be displayed on the Public View to unauthenticated users. When this checkbox is selected, the Tuition Profile will not be displayed on the public view to unauthenticated users.

Students Categories (Staff View): Students belonging to a certain category is eligible to use this Tuition Profile. **Note:** To add a student category, click the gray  button. To remove a student category, click the gray  button next to the category you wish to remove.
- f. **Students Categories (Public View):** Students belonging to the following categories are eligible to use this Tuition Profile. **Note:** To add a student category, click the gray  button. To remove a student category, click the gray  button next to the category you wish to remove.
- g. **Instruction Method:** Students enrolling with this Tuition Profile may select one of their preferred instruction methods (if method is available for the section). **Note:** To add an instruction method, click the gray  button. To remove an instruction method, click the gray  button next to the instruction method you wish to remove.
- h. **Payment Method Rules:** The payment methods supported by your school are controlled through configuration. This subsection cannot add payment methods for a Tuition Profile not already supported by your school, but you can use it to limit the payment methods accepted with the Tuition Profile. **Note:** To add a payment method, click the gray  button. To remove a payment method, click the gray  button next to the payment method you wish to remove.

Note: Validation ensures that certain combinations of the below options are selected:

- You must select either i or ii, or both i and ii.
 - If you select iii, you must also select ii.
 - If you select iii, you cannot select i.
- i. **If group policy permits group payments, student may choose 'Group Pays' with this Tuition Profile on the Public View:** Allows a student to invoice a group on Public View if the group policy permits. **Note:** The option to invoice the group will only be available on the Public View if all items in the student's basket allow group payment.

- ii. Students may choose 'Student Pays' with this Tuition Profile on the Public View: Allows the student to pay for themselves using any supported payment method supported.
- iii. Only allow payment by "Credit Card" by students on the Public View: Selecting this checkbox means that during checkout the student bypasses the "Other Payment Options" page and is taken directly to the Payment Details screen.
- iv. This Tuition Profile can be settled using any payment method: Allows a student or staff member to choose any supported payment method when using this Tuition Profile during a Staff View transaction and only the checkboxes above (i-iii) limit the settlement options in the Public View.
- v. This Tuition Profile can only be settled using the following payment methods: Allows you to limit the settlement options available during checkout when using this Tuition Profile. Restrictions you define here do not override the checkboxes above (i-iii) in the Public View. They work in conjunction with those rules to limit the options on the "Payment Details" screen (not the "Other Payment Options" screen). If you select this option, you must also define the following:
 - 1. Enforce payment method rules on the Public View only: Applies the limitations you define to Public View transactions.
 - 2. Payment Method: Use the drop-down list to select an acceptable payment method and click the add icon. The payment method appears in the list below. Repeat until you have added all acceptable payment methods. If necessary, use the remove icon to delete a payment method.

Note: In the Public View the allowed payment methods list only applies to options available on the Payment Details screen, not the Other Payment Options screen so in effect, for the Public View, you can only use this list to limit the acceptable credit card options. If your school uses a payment processor hosted order page (HOP), you cannot limit the acceptable credit card options using this list.

- i. Special Request: Special Requests can be automatically added to the student's basket when enrolling with this Tuition Profile.
 - i. Use the first drop-down list to select the special request. Only special requests with the Fulfillment Details options of None, Generic or Membership appear in the list.
 - ii. Use the second drop-down list to specify when the special request should be applied.
- j. Public Description: A description for how the Tuition Profile will appear on the Public View. Maximum limit is 1000 characters.
- k. Internal Description: A description for internal purposes.

10. 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.

Available to be applied to the following costing units*

- Accounting - Acc > PH Continuing Ed Test - CU0017
- College of Dentistry - PO0008 > Continuing Dental Education - CU0013
- College of Medicine - PO0007 > Continuing Medical Education - CU0012

Nothing found to display.

Save Reset Copy To New

Example of an Error Notification

Validation error.

You must correct the following error(s) before proceeding:

- Description must be specified.
- Published Code must be specified.
- Fee Component must be specified.

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