

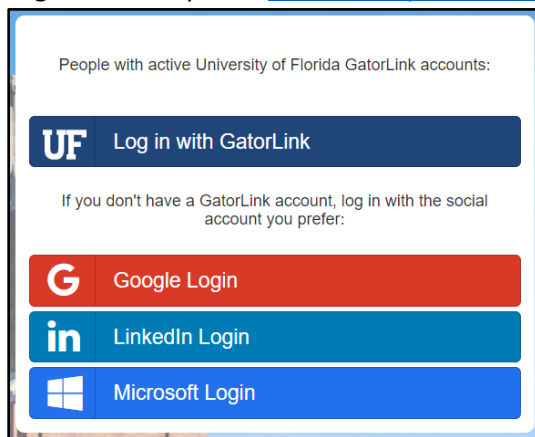
**What is a Discount?** A Discount defines tuition reductions available to students and groups. Discounts are predefined tuition adjustments that reduce the tuition of a course section, bundle, or program offering during the enrollment transaction process. Discounts can be made available for all course section or bundle or program offering enrollments or only under specific circumstances. They can also be defined as dollar (\$) amounts or percentages (%) per enrollment. Discounts can be associated with a coupon code that must be supplied by a student in order to apply the discount in the Public View.

Any discount entered here and listed under Effective Discounts is available for selection when setting up the Section Fees, Bundle Fees, or Program Offering Fees provided that the discount has been applied to the same Program Office>Costing Unit of the course section or bundle.

- Discounts can be associated to sections, or bundles, or program offerings in bulk from this page.
- Discounts are associated with specific sections on the Section Fees page.
- Discounts are associated with specific bundles on the Bundle Pricing page.
- Discounts are associated with specific program offerings on the Offering Fees page.

**Note:** When bundle pricing is enabled, discounts are assigned a Discount Category: Bundle or Section. A bundle discount cannot be assigned to a section and a section discount cannot be assigned to a bundle. Once a discount has been created and saved the Discount Category cannot be changed.

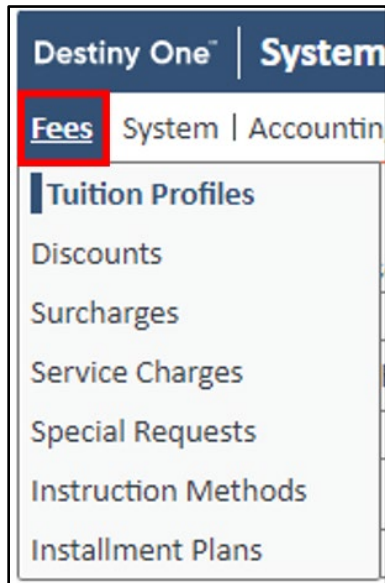
1. Log into Destiny One: [uflsv.destinyone.moderncampus.net](https://uflsv.destinyone.moderncampus.net)



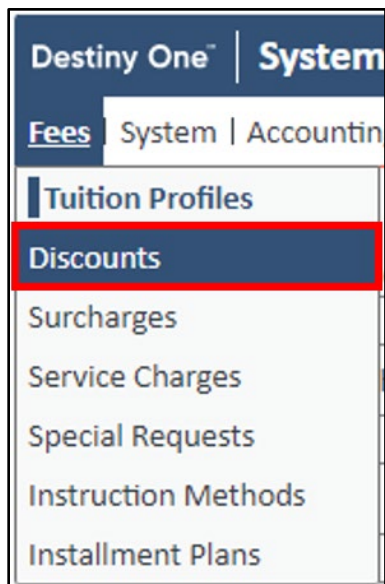
2. At the top left of your screen, use the dropdown menu to switch to the "System Administration".



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



4. Click “Discounts”.



5. Enter the following required information:
- Description: Internal description for identification purposes of the discount.
  - Published Code: A code used as an item label in the Enrollment Manager and Public View checkout processes.
  - Applicability: Indicates if the discount profile is applicable for Internal or Public.
    - Public indicates that the discount profile is made available to registrations on the Public View and through the Enrollment Manager.
    - Internal indicates the discount is only available during registrations made through the Enrollment Manager.



- d. **Discount Category:** Indicates if the discount is applicable to either Section or Bundle or Program Offering.  
**Note:** Once a discount has been saved the Discount Category field becomes read-only. You cannot change the Discount Category of an existing discount.
- e. **Details:** A detailed description of the discount. Maximum limit is 2000 characters. If the discount's applicability is Public, in the Public View Help pop-up for Discounts, these details display under the Discount's Published Code.
- f. **Effective Date:** The date the discount will become available for use. Before this date items will not appear as options in the Enrollment Manager or Public View section panel.
- g. **Expiry Date:** The date the discount will expire. After this date items will not appear as options in the Enrollment Manager or Public View section panel.
- h. **GL Account:** Identifies the applicable revenue account to which this fee line item amount will be allocated. For **all** discounts, you must use "TNT-DISCOUNT/WAIVER - 52-TNT-ASSET-WAIVER". Do not use the course/section GL account or the "Fee component account" option.
- i. **Discount:** Selects whether the discount is a dollar (\$) value or percentage (%) per enrollment.
- j. **Discount Type:** For section discounts only, select one of the options to indicate the type of discount:
  - i. **Standard:** Discount is always available as an option.
  - ii. **Multiple Sections:** Discount is only available if the number of section enrollments in the basket matches the criteria you enter. This applies to both student and group baskets and looks strictly at the number of section enrollments in the basket and not the number of students or the number of unique sections. Options are:
    - 1. **X or more sections.**
    - 2. **X to Y sections.** If there are more than Y sections in the basket, the discount still applies, but only to a maximum of Y sections.
    - 3. **X sections exactly.** if there are more than X sections in the basket, the discount still applies, but only to a maximum of X sections.

**Example:** Multiple Section discount is set to 3 sections exactly. The following baskets would qualify for the discount.

- Student basket with one student enrolling in three different sections.
- Group basket with one student enrolling in three different sections.
- Group basket with three students enrolling in the same section.
- Student basket with one student enrolling in four different sections, but the discount could only be applied to three of the four sections.

**Note:** This list is not exhaustive. There are several other scenarios that would qualify for the discount.

- iii. **Group:** Discount is only available in group baskets, if the group is enrolling a certain number of students in the same basket. Use the checkbox to flag a group discount to be applied across different sections in the same basket. Group features are available when enabled for your school.

- k. Costing Units: Select the Program Office and Costing Units for which this discount is applicable. Multiple costing units can be 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.

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

### New Discount

<b>Code:*</b>	<b>Description:*</b>	<b>Published Code: *</b>	<b>Applicability</b>	<b>Discount Category</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	public ▾	Section ▾

**Details:\***

Paragraphs: 0, Words: 0, Characters (with HTML): 0

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**Effective:\***
  
☐ Date: 
  
☐  days before section start date

**Expiry:\***
  
☐ Date: 
  
☐  days before section start date
   
☐ Never expires

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**GL Account: \***
  
☐  ▾
   
☐ Fee component account

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**Discount: \***
  
☐  \$ per enrollment
   
☐  % per enrollment
   
☐ Round % discount to the nearest \$

**Discount Type:\***
  
☐ Standard
   
☐ Multiple sections
   
☐  or more sections
   
☐  to  sections
   
☐  sections exactly
   
☐ Group -  or more enrollments
   
☐ Allow group discount to be applied across multiple sections in the same basket.

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**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.

6. Enter the following information as needed:

a. Coupon Code<sup>1</sup>:

- i. Define Coupon Code: Enter the Coupon Code into the textbox. A coupon code can be alphanumeric. You may want to use a word and number combination related to a marketing campaign (Alumni\_2012), or a random string combination (Ck6723b2).
- ii. Hide discount name on the public view: Selecting the checkbox will hide the discount on Public View. Even though the Discount is hidden on the public view, the Discount with Coupon Code is still eligible to apply to the basket. However, for this hidden Discount, the student must be aware of the Discount and the code without any prompts.

**Note:** In the Staff View, a hidden Coupon Code displays as any other Coupon Code during checkout. That is, the Staff User can see that the Discount and Coupon Code is eligible.

- iii. For section or program offering discounts only, you can select one of the following options below to limit how often the coupon code applies:

The Student may use this code for:

1. Multiple sections (or program offerings) in multiple baskets
2. Multiple sections (or program offerings) within one basket
3. Only one section (or program offering)

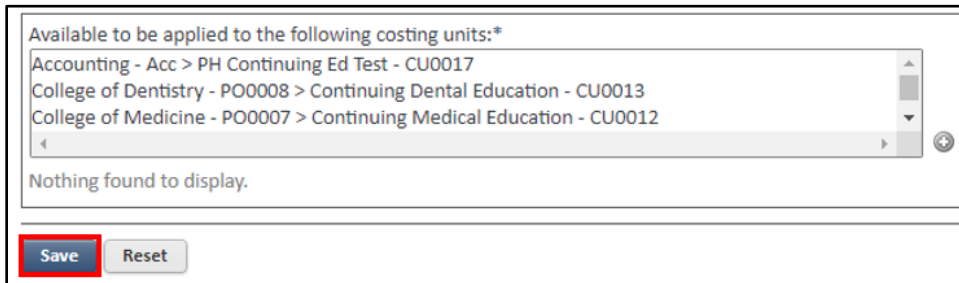
**Note:** If the option "Multiple sections within one basket" is selected, the system will determine the coupon code applicability as follows:

	Staff View	Public View
Student is payor	Student cannot use the discount in multiple baskets.	Student cannot use the discount in multiple baskets.
Group is payor	Group cannot use the discount in multiple baskets.	Student can use the discount in multiple baskets if they are invoicing the basket to a group. The school will receive a workflow task to process the basket and they can make a decision on whether to accept the discount code or not. In all cases where the basket is processed directly the discount code can only be used once.

- iv. Code may only be used by students associated with the following communications: Select an email communication to restrict usage of the coupon code to students who were recipients of that communication export.

1. Click the add icon to add an email communication to the list.
2. Click the remove icon to delete an email communication from the list.

7. 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

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

<sup>i</sup> **How does a Coupon Code work?** A student enters a coupon code to unlock a discount and apply it to the basket during checkout. Coupon codes are often provided to students by the school through marketing campaigns and communications.

**How to use a Coupon Code Look on the Public View?** To unlock the Discount with a Coupon Code during Checkout, the student must select the Apply a discount option under the Options column. Then a text field appears with the words "Coupon Code" where they can type the code. Furthermore, the student can click to view a Help pop-up window for more information. **Note:** The Coupon Code itself is not provided. The student must already have the code.