

Policy Number: 247.0

Policy: Tuition & Mandatory Fees

Effective Date: 3/2013

Revision Date: 3/2013

Approved by: Business Services Director

PROCEDURE:

I. Assessing:

- A. The Business Services Director sends out the request for additions, deletions and changes to the Inventory of tuition and fees for the MSU Billings campuses.
- B. Course fees and student service fees come from department chairs, deans and directors.
 - 1. These requests are presented to students who are currently in a curriculum or using a service requesting a change.
 - 2. These students will be asked for input and to sign the request form.
- C. Mandatory fees are proposed and approved by the Chancellor's cabinet. The Vice Chancellor of Administration or Budget Director informs the Business Services Director of the proposed changes after the Chancellor's cabinet has agreed on the changes for which to seek Board of Regents' approval.
- D. For Course fee changes, the Business Services Director receives Fee Request and Justification forms from the Administrative Vice Chancellor or the Budget Director after approval by the Chancellor's Cabinet.
 - 1. The final on campus approval comes from the ASMSUB who will pass a resolution regarding the tuition and fee increases.
- E. The Business Services Director updates the Inventory and Validation of Fees matrices and forwards them to MSU Bozeman for inclusion with all the MSU system changes and which are then submitted to OCHE for inclusion in the MUS agenda item for BOR approval.

II. Collecting:

- A. Once the fee changes are approved by the BOR, the Business Services Director instructs his staff to implement the changes in accord with the approved effective date.
- B. The Business Services Accountant updates the appropriate tables in Banner using the form SFARGFE for mandatory fees and SSADETL for course fees.
 - 1. Course fees are attached to specific CRN's (unique course identifiers).
- C. The fee modifications are first entered into the TEST database.
 - 1. After entered, a list of student fee assessments is generated using SFAREGF.
 - 2. Several of the Business Services staff review and verify that the fees are assessing correctly based on student status, college, residency, # of credits and course selection.

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- D. As a separate review, the Business Services Director requests from the college deans to verify that the fees are attached to the appropriate courses and at the approved amounts.
- E. After verification and testing, the new fees are entered into the production database.

III. Accounting

- A. For each semester, Students are first assessed fees in Banner through the SFRFASC batch process.
 - 1. At the time this process is run, a flag is set that will allow online assessment from this date forward.
 - 2. A batch process is also set to run at night from the date of the initial assessment to adjust fees for changes in students' schedules.
 - 3. All of these processes drive the calculation of tuition and fees and a posting of charges to students' accounts receivable.
- B. The accounting string attached to each fee's detail code in Banner AR is determined by the Business Services Director based on information from Department chairs and in consultation with the Financial Services Director and the University Budget Director.
 - 1. The accounting string consists of the fund, organization, account and program to separately record the revenue appropriately (FOAPAL).
- C. The initial student bills are prepared and sent to all students who are registered on the date of bill generation.
- D. Fees are collected and revenue is posted to Banner finance when students accept their charges and financial aid.
 - 1. Students with a balance remaining (after subtracting financial aid from charges) of \$0 or less can indicate acceptance of their charges on the web or in person.
 - 2. Once accepted and after financial aid is disbursed in accordance with the allowable date, the students' bills are processed and payment is recorded in accounts receivable and revenue is recorded in Banner Finance.
 - 3. Students with a balance greater than \$0 must make payment in full or the minimum payment required under an installment contract.
- E. When the cashier accepts the charges and processes the payment using TSASPAY, accounts receivable is updated with the amount of the payment and the revenue for the entire fee assessment is posted to finance.
- F. When acceptance is processed, a flag is set which confirms student registration in the enrolled courses. Students can add and drop courses and will receive statements of accounts receivable activity every 30 days.
- G. Fees are communicated to students through the catalog, mailed student bills, and web posting.