

S5. Check 4 - Perform a tuition calculation

Objective	It is important to perform a tuition calculation of fees to give an updated view of the student's tuition fees and if the change request has initiated a refund or charge of fees. This must be performed after every successful enrolment/withdrawal attempt.
What are the first steps	<ol style="list-style-type: none"> 1. Complete the change request in the COE for a successful outcome. 2. Check the current view of the students account to see if there are any current refunds/charges for the semester 3. Perform a tuition calculation via Tuition Calculation for the correct Career and semester record.
What to do next	<p>If the tuition calculation indicates a refund for the semester and change request course:</p> <p>Check to see what the refund is applying to</p> <p>If the refund amount advises FEES FREE:</p> <ol style="list-style-type: none"> 1. Make relevant notes on the COE advising of the amount and that this is FEES FREE 2. Complete COE <p>If the refund amount advises Studylink:</p> <ol style="list-style-type: none"> 1. Make relevant notes on the COE advising of the amount and that this is Studylink 2. Assign COE to International Student Finances step 7 if student is International otherwise; 3. Assign COE to Student Finance <ol style="list-style-type: none"> a. Step 8 - Studylink loan b. Step 9 - Other payments <p>If the refund amount advises Tuition fees:</p> <ol style="list-style-type: none"> 1. Make relevant notes on the COE advising of the amount 2. Assign COE to International Student Finances step 7 if student is International; otherwise 3. Assign COE to Student Finances step 9 <p>If the tuition calculation indicates no refund or a charge on the account</p> <ol style="list-style-type: none"> 1. Make relevant notes on the COE advising no refund due 2. Complete COE
Policy Link Information	Admissions, Enrolments and Fees Policy
Who can you escalate to?	Student Finance, Student Finance – Studylink, International Student Finance
Work Instructions	