Session 7 - Student: Fee Assessment, Cashiering and Payments, and Student Accounts Receivable

SANTA ROSA JUNIOR COLLEGE

Date: Tuesday, April 12, 2022
Time: 3:00pm – 4:45pm
Anthology

Evaluator's Name: _____

	Functionality	Comments
1.	Overview of Student Accounts - 15 minutes.	
Student Accounts Office Processing		
32.	Demonstrate how students see this and holds in their portal.	
13.	Demonstrate the online payment of tuition/fees by credit card, debit card, financial aid, third-party billing, etc. How students can do online card partial payments (if applicable) and how online receipts are issued Demonstrate the ability to download/reprint past payments.	
23.	Describe the system's ability to integrate with various online, real-time payment gateway solutions.	
20.	Demonstrate the ability to record ad hoc comments in a student's account record. Show how the system has the ability to allow other departments to see each other's comments.	
25.	Demonstrate ability to communicate with students eg. Notification of delinquency.	
11.	Demonstrate the ability to place and remove a hold on a student's record. Show how the hold is removed automatically in real time if payment is made. Can it be automated by date?	
3.	Demonstrate the creation of account codes that tie student accounts to the General Ledger	
2.	Demonstrate the creation and maintenance of tuition and fee rules for the automatic calculation of required and optional tuition and fees Including:	

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	Functionality	Comments
	Fees per unit	
	Fees per unit capped by semester	
	Fees per unit capped by year	
	No Fees by location or student type	
	Application fee for international students	
6.	Demonstrate the application of miscellaneous charges, e.g., fines, transcript fee. Ability for this to be recurring eg. Daily, weekly, monthly For international students this would include rent, insurance, application fees etc.. Also, demonstrate the ability to allow certain fees to only be assigned or used once per semester or year, but allow for a back office override. Eg. Parking permits.	
4.	Demonstrate the use of rules for the following: a. Employees who qualify for tuition/fee reduction or exemption -- e.g. tuition remission – integration with Escape b. Students who qualify for tuition/fee reduction or exemption -- e.g. BOG waiver, non-credit, zero credit, fee waivers, AB540, IP courses for professional academies – integration with Powerfaids	
7.	Demonstrate the real-time calculation of tuition and fees. Additionally, demonstrate the real-time application of financial aid for appropriate charges, including applying aid, Promise waiver, etc..	
9.	Demonstrate the ability to correct credits/charges that might have been processed incorrectly	
28.	Demonstrate the ability to defer the payment of tuition/fees on a selective basis.	

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26.	Demonstrate the ability to post mass transactions, charge and credits, using upload	
19.	Demonstrate how to create student bills. Also, demonstrate the ability to flag students who should not be billed. How are students notified of pending fees	
31.	Demonstrate the ability to charge interest on unpaid balances.	
14.	Demonstrate a variety of cashiering functions, e.g., ACH, credit card, cash, split payment BOG posting, VA 33, COTOP, waive & exempt.	
15.	Demonstrate the daily reconciliation of receipts with respect to student accounts. Demonstrate import into Excel by cashier and GL	
5.	Demonstrate the use of automation of rules and conditions for the priority of payments/charges in the event of a short payment, e.g., tuition is paid first, fees second, parking pass third, etc.	
18.	Demonstrate the ability to generate and process a student payment plan based on various parameters, adjust due dates, send payment reminders to students, and the ability to lift holds based on payment plan payment and creation.	
8.	Demonstrate the ability to perform third-party billing for tuition/fees – e.g., a student's company is paying for them. Show how invoices are generated based on a date range or term. How is this affected when student add or drops units.	
27.	Demonstrate the system's ability to allow the "Bill-to" and a different field for the student name. Example: Bill-to "Department of Veteran Affairs" Student: "Jennifer Doe"	

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34.	Demonstrate how anticipated aid is displayed on a student's account -- e.g. memo'd aid, authorized aid, disbursed aid. For students this should only be for funds both awarded and dispersed	
17.	Demonstrate the ability to age student accounts and eventually send them to collections. Charge a set % on a certain population of debt. Demonstrate the ability to post 75% of invoice and automatically write off 25%	
10.	Show how refunds are calculated automatically based on rules – e.g., based on percentage of days attended Demonstrate the ability to not refund automatically under certain circumstances where the payment needs to be refunded to a third party instead of the student directly.	
12.	Demonstrate how to process student refunds. Show how the system can collect direct deposit information needed for the disbursement of the refund.	
29.	Demonstrate a variety of refund transactions -- via direct deposit, to a debit card, etc.	
22.	Demonstrate the ability to generate a report that lists charges for all student account transactions and student payments for tuition, miscellaneous fees, etc.	
16.	Demonstrate the ability to identify students who have not paid in full. Additionally, demonstrate the ability to track such students and potentially cancel their enrollment	
21.	Demonstrate the ability to generate 1098T statements Ability to reprint existing and corrected, interface with FA for scholarships and FA, VA, 3rd party sponsored payment, demonstrate the ability to electronically submit 1098T to IRS, How students can view/print/download 1098T statements.	

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24.	Demonstrate the ability for sales of items unrelated to tuition and not on account, to both students and non-students. Same fee types may have differing dollar amounts depending on quantity and will be charged manually at time of purchase.	
30.	Demonstrate how a "proxy" payer can be set up by the student -- e.g. Aunt Betty is paying	
33.	Demonstrate students adding/removing optional fees online	

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Evaluation Form
Perceived Strengths of Vendor Solution:
Perceived Weaknesses of Vendor Solution:
Additional Comments:
Acceptability of Vendor Solution: ___ Yes ___ No

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