

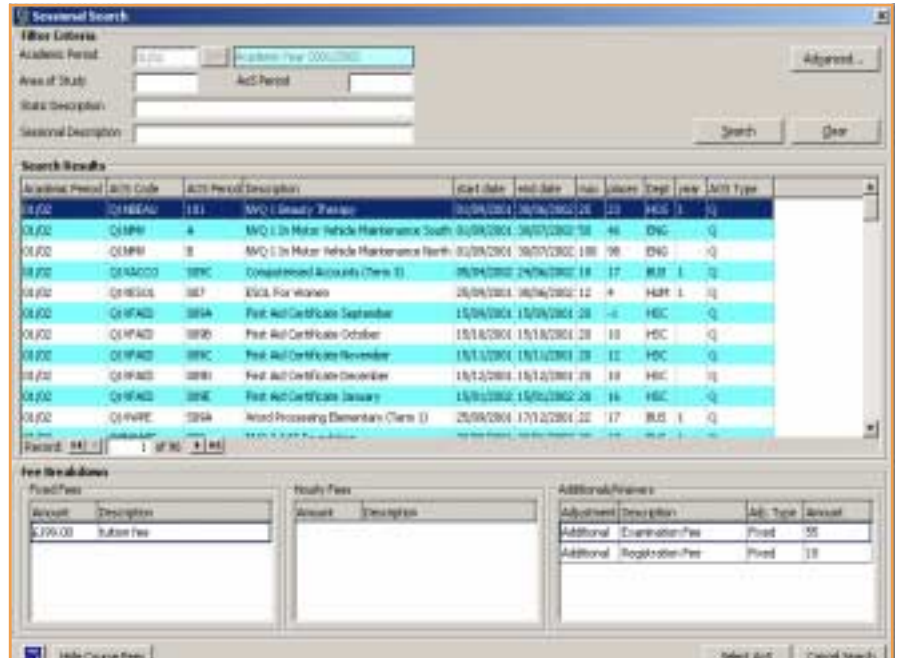


F.E. Fees and Charges

This module allows the creation of fees against courses and provides the mechanism for building the fees appropriate for individual learners together with the financial analysis of such income. With the addition of the Debt Management & Payments (DMP) module, additional functionality can be added including taking payments, the automatic creation of debtor accounts and the analysis of income across defined General Ledger accounts.

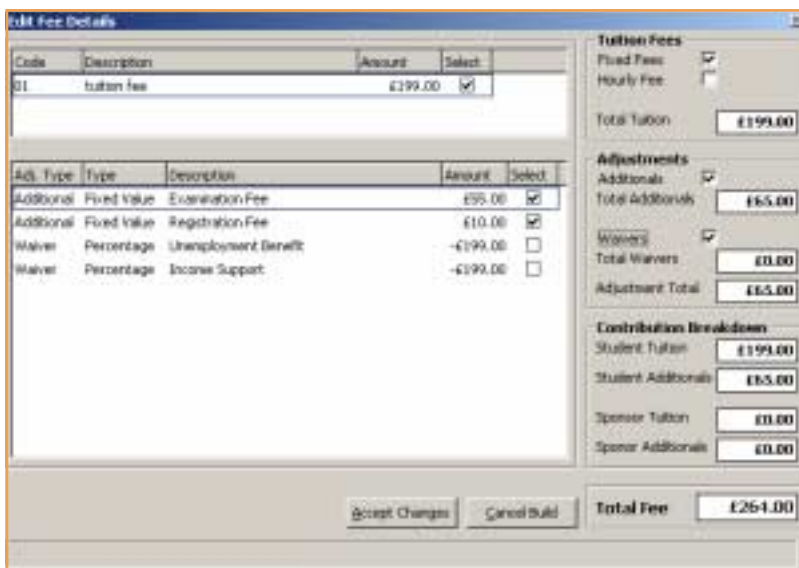
Defining Fees

Both tuition and any number of additional fees can be specified against courses, either as fixed values or hourly rates. Additional fees can also be set globally irrespective of course, e.g. registration fees. Rules can be defined to create a default fee for each learner, but this can be modified by the operator to take into account such things as sponsors and waivers. All payments, for tuition fees and additional fees can be analysed to individual General Ledger accounts.



Building a fee

When a student is enrolled a default fee is automatically suggested. This can then be amended by adding or removing fee elements. A series of waivers or discounts can also be established and these can be applied to the gross fee according to specified rules or operator choice. These waivers can be mapped to ILR codes in order to update the ILR record with the tuition fee and waiver reason. Once the final fee is agreed, a series of instalments can be created and, if necessary, an invoice printed. Where relevant, the fee can be apportioned between the student and sponsor(s).



To cater for early transfers and withdrawals, a full credit note facility is provided. Where the optional DMP module has been integrated, the private account for the student is created automatically and the transaction details are batched in readiness for processing by Finance department staff. No re-keying of data is required.





Payments

Where the optional DMP module has been integrated, payments can be taken on-line as part of the face-to-face enrolment process. In this scenario, the PC assumes the role of a till allowing payments to be taken by cash, cheque, credit card, etc. The software provides a mandatory "Z" print to enable operator/till reconciliation and batches all payments in readiness for processing by Finance department staff. No re-keying of data is required. The Agresso QL Cash Book also provides the facility to process ongoing payments and the issuing of refunds.

Debt Management

The optional DMP module is designed to be integrated to the Fees module within Agresso QL Students and provides a seamless data flow for Finance department staff to pursue their responsibilities in the management of student and sponsor debt. Fees created by student services staff are automatically batched prior to Finance staff completing the posting process. No re-keying of data is necessary and the Debt Management Workbench provides a powerful, but simple to use tool with which to organise and view debt at both macro and micro levels.

By using the college-defined analysis fields attached to each transaction, debt can be grouped by academic year, department and even course. For each individual account a drill facility shows a record of every transaction and its allocation status. For student / sponsor relationships, the on-line drill facility clearly shows the payment responsibility for all elements of debt. The integrated letter writer allows debt recovery letters to be produced automatically according to college-defined criteria.

