

EXPLANATION

OF

TERMS

Section 7

GLOSSARY OF TERMS

COST DISTRIBUTION BY POSITION: This IRIS PA20 screen contains employee name, personnel number, EE group, Active/Withdrawn indicator, position name, Cost Center or WBS element, Effort percent FTE, distribution begin date, etc. The overview screen has all distributions with Start and End dates. Click on the distribution for appropriate time period and click magnifying glass to display details.

DISPLAY DATE SPECIFICATION ON PA20 IN IRIS: Information on hire date, leave of absence dates and termination or retirement date.

DUAL POSITIONS: A GA, GTA, GTAssoc or GRA must be appointed a minimum of 25% time FTE in order to receive a fee waiver for the term. If the student is paid from a budget entity other than "01", in-state tuition will be charged to the student's cost distribution fund. If the student is on a budget entity "01" and the cost center has a benefits flag of "1" (benefits self-funded) or any WBS element, the in-state tuition is charged to the student's cost distributions. If the student is on a budget entity "01" and the cost center has a staff benefits flag of "2" (benefits centrally funded), the in-state fees are charged to the Central pool account. The out-of-state tuition in all instances is charged to the Central pool account, E019005, GL code 444100.

EE GROUP: Regular, Term or Student. To receive a staff waiver a student must be classified as a REGULAR employee. This is an employee who receives full benefits as an employee of the University. A TERM employee or FRIEND of the University does not receive benefits. A STUDENT employee is a student working at the University while attending school. GA's, GTA's, GTAssoc's and GRA's are student employees.

EMPLOYMENT VERIFICATION MEMO: Form issued to an F-1 International student so that they may apply for a social security number. The instructions are given to the student to take to their department by the International Office during Orientation. Instructions and sample form can be found at: <http://web.utk.edu/~globe/students/forms.php>.

FTE % (FULL-TIME EQUIVALENT) FOR APPOINTMENT: To calculate the appointment FTE % multiply the Effort FTE % X Employment FTE %. The FTE is taken from the Organizational Assignment screen on PA20 in IRIS. This data is sent to a DB2 file to be used by CSA. The IRIS DB2 employment file is refreshed every morning.

GA – GRADUATE ASSISTANT: A graduate assistantship is a student appointment. The student performs various duties other than those related directly to teaching or research. In return the student receives a monthly stipend and waiver of fees if the appointment is at least 25% FTE. If the student is on a payroll distribution other than budget entity "01", in-state tuition is charged to the student's cost distribution fund. If on a budget entity "01" payroll distribution and the cost center has a staff benefits flag of "1" or any WBS element, the in-state tuition is charged to the cost distributions. If the student is on a budget entity "01" and the cost center has a staff benefits flag of "2", the in-state tuition is charged to the Central Pool Account-E019005. The Out-of-State tuition in each instance is charged to the Central Pool Account. The IRIS job object code for a GA is 30000239. The student must be in an active pay status in order to receive

a Summer Semester fee waiver. Any Exemption over \$5250 for the calendar year is taxable by Payroll.

GRA – GRADUATE RESEARCH ASSISTANT: A graduate research assistant is a student appointment. The student assists a faculty member with research and performs other duties as assigned by the department in which he is employed. In return the student receives a monthly stipend and waiver of fees if the appointment is at least 25% FTE. If the student is on a payroll distribution other than budget entity “01”, in-state tuition is charged to the student’s cost distribution fund. If on a budget entity “01” payroll distribution and the cost center has a staff benefits flag of “1” or any WBS element, the in-state tuition is charged to the cost distributions. If the student is on a budget entity “01” and the cost center has a staff benefits flag of “2”, the in-state tuition is charged to the Central Pool Account-E019005. Out-of-state fees, when applicable, are charged to the Knoxville Campus Central Waiver pool Cost Center, E019004, GL 444100. **A GRA must be on IRIS during the minimum appointment period in order for his fees to be charged to the grant Cost Center or WBS Element every semester enrolled.** The IRIS Job Object Code for a valid GRA appointment is 30000240.

GRADUATE ASSISTANTSHIP VERIFICATION FORM: This form is to be used when an international student (F-1 Visa Category) has been admitted to The University and has been awarded an assistantship. This form does not replace the official letter that students must have in order to apply for a visa. Students are advised by the International Office that they must apply for a social security number at this time. The form can be found on-line at: <http://web.utk.edu/~globe/students/forms.php>.

GTA – GRADUATE TEACHING ASSISTANT: A graduate teaching assistantship is a student appointment. The student works under the direct supervision of a regular faculty member in activities such as helping to prepare lectures, teaching discussion sections, conducting laboratory exercises, grading papers and keeping class records. In return the student is paid a monthly stipend and receives waiver of fees if the appointment is at least 25% time FTE. If the student is on a payroll distribution other than budget entity “01”, in-state tuition is charged to the student’s cost distribution fund. If on a budget entity “01” payroll distribution and the cost center has a staff benefits flag of “1” or any WBS element, the in-state tuition is charged to the cost distributions. If the student is on a budget entity “01” and the cost center has a staff benefits flag of “2”, the in-state tuition is charged to the Central Pool Account-E019005. The Out-of-State tuition in each instance is charged to the Central Pool Account. The IRIS Job Object Code for a valid GTA is 30000241. The student must be in an active pay status in order to receive a Summer fee waiver.

GTAssoc –GRADUATE TEACHING ASSOCIATE: A graduate teaching associate is a student appointment. An exceptionally experienced graduate student may be assigned primary responsibility for teaching undergraduate courses including the assignment of final grades. If the student is on a payroll distribution other than budget entity “01”, in-state tuition is charged to the student’s cost distribution fund. If on a budget entity “01” payroll distribution and the cost center has a staff benefits flag of “1” or any WBS element, the in-state tuition is charged to the cost distributions. If the student is on a budget entity “01” and the cost center has a staff benefits flag of “2”, the in-state tuition is charged to the Central Pool Account-E019005. The Out-of-State

tuition in each instance is charged to the Central Pool Account. The IRIS Job Object Code for a valid TA is 30000242. The student must be in an active pay status to receive a fee waiver for the Summer semester.

IRIS – INTEGRATED R3 INFORMATION SYSTEM: Project IRIS is the Financial and Human Resource informational database system used by the University of Tennessee. All financial and payroll information flows through IRIS. Banner interfaces with IRIS nightly to post income and expense transactions. Payroll based exemptions are posted monthly as ZF transactions.

IRIS PA20: Human Resource Master Data; Personal Data, Organizational Data, Benefits, Payroll, Time, Tax, etc. tabs offer a variety of employment information on University employees. The Organizational Data tab includes Org. Assignment, Cost Distribution by Position and Date Specifications. This data is put in a file that interfaces with Banner on a nightly basis.

MEDICAL RESIDENT: The IRIS Job Object Code for a valid Medical Resident is 30000336. (Per Human Resources, a Medical Resident is to be treated as **Regular Staff** with full fee waiver benefits for both himself and any spouse/dependents.) **Medical Resident's are no longer automatically treated as staff.** They must be approved by the Fiscal Budget Office of their campus.

MINIMUM APPOINTMENT PERIOD FOR GA'S, GTA'S, GTAssoc'S AND GRA'S: Each term a student is required to be appointed on payroll for a specified period of time in order to receive a fee waiver as a GA, GTA, GTAssoc or GRA for the term. The student must be appointed for the entire period to receive a full semester fee waiver. If the student is appointed for any period of the minimum appointment period, he will receive a pro-rated waiver.

Fall Term	9/1 to 11/30	91 days
Spring Term	2/1 to 4/30	89 days
Summer Term-Full Session	6/15 to 7/31	47 days
First Session Only	6/15 to 6/30	16 days
Second Session Only	7/1 to 7/31	31 days

ORGANIZATIONAL ASSIGNMENT: The Organizational Assignment tab on PA20 in IRIS contains information on Primary appointment, EE Group, FTE percentage, Job Key, Cost Center or WBS element, etc. If multiple appointments, see the next and/or previous record tabs at top. There is also a tab for Organizational Structure.

PAYROLL DISTRIBUTIONS: Any employee can be paid from more than one Cost Center or WBS Element. If a GA, GTA, GTAssoc, or GRA is paid from more than one Cost Center or WBS element during the minimum appointment period, his fees can be pro-rated between the Cost Centers or WBS Elements for the term. If the department chooses they can move the charges to other accounts with appropriate approval.

Staff fee waivers are charged back to departments based on payroll distribution accounts as of the first day of class. Spouse/Dependent waivers are also charged back to departments based on the employee's payroll distributions as of the first day of class. If an employee is paid from only

WBS elements, the spouse/dependent waivers are charged to a Knoxville Intra-Campus Fee waiver pool account.

PERSONAL DATA FORM: This form is used to add the social security number to a student's file in IRIS. This form is to be completed and sent through HR along with a copy of the student's ssn card and a new W-4. It can be found on the IRIS website under Paper Forms at <http://iris.tennessee.edu/>.

PERSONNEL INFORMATION FORM (PIF): The PIF is completed by personnel in the department in which a person is employed. The PIF must be approved by authorized University Personnel before an employee can be added to IRIS.

PRO-RATA WAIVER/CHARGE: Student employees who hold a valid position for any portion of the minimum appointment period are eligible for a pro-rata fee waiver. The waiver/charge will be calculated by using the number of days on payroll during the minimum appointment period divided by the number of days in the minimum appointment period. This percentage is then multiplied by the student's in-state and out-of-state (if applicable) fees for the term. For example, a student begins his GRA appointment on 10/1 and is appointed through 11/30 (61 days). The minimum appointment period for Fall term is 9/1 through 11/30 (91 days). The student has 9 hours in-state (\$2357). The charge to the student's Cost Center or WBS element would be $61/91 \times \$2357$ or \$1579.96 rounded to \$1580.

STUDENT ID#: A 9 digit number assigned to the student upon their admission to The University of Tennessee. If the student's ssn was unavailable from the Admissions file, they can go to the Registrar's Office and have the ssn added to their file.

WITHDRAWN STATUS ON PA20: Terminated employee. Go to Date Specifications to see date of termination.

Reviewing
Student Accounts
In
TouchNet
Section 8



U.Commerce®
How money moves on campus.™

[CENTRAL]

User Name:

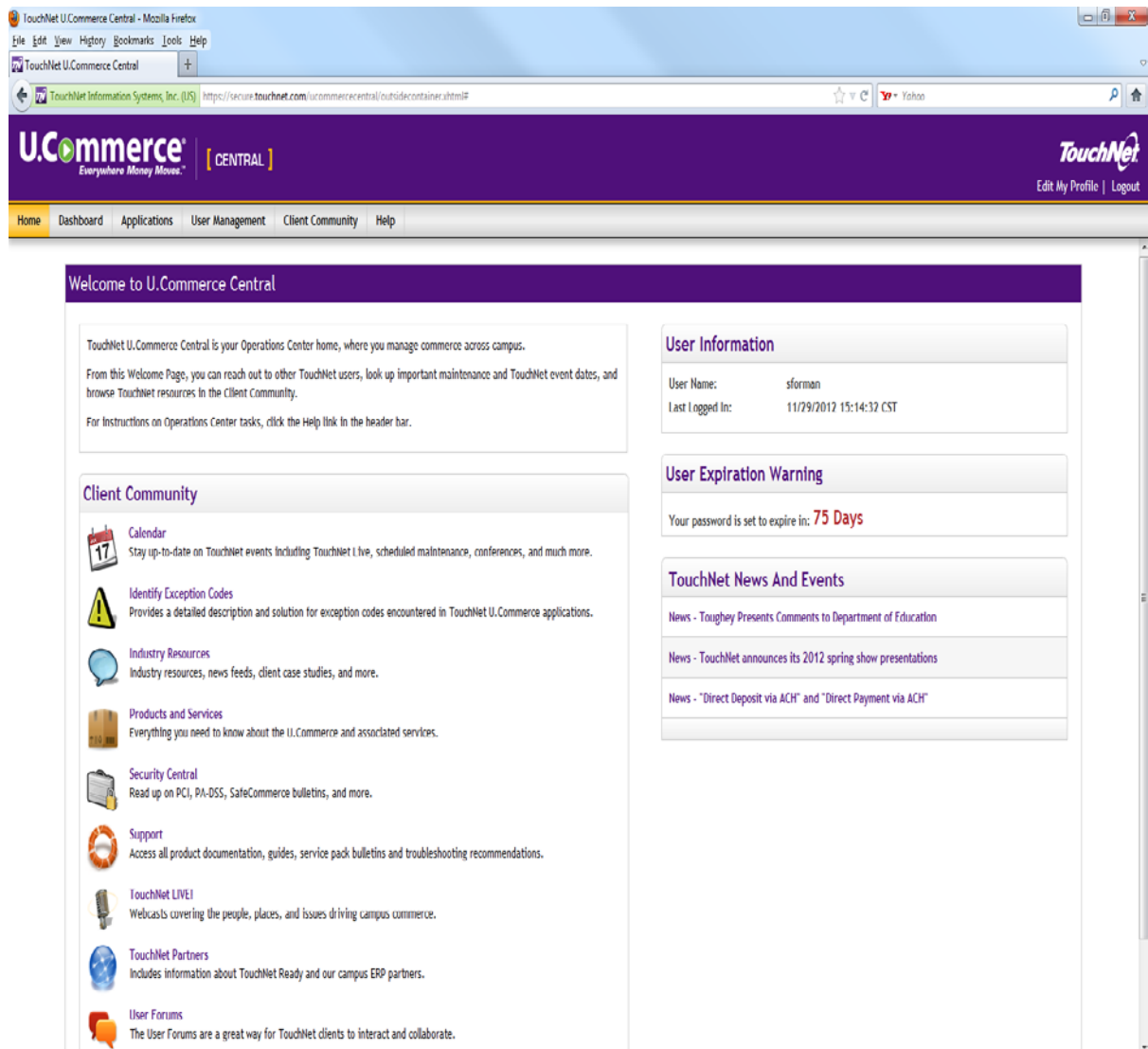
Password:

[Forgot password?](#)

Login

Your login will be C21610.netid in most cases. Your password has to include upper case, lower case, numeric and special character.

You will see this screen when you first log into TouchNet:



You will click on Applications and choose Bill+Payment.

Customer Service

Student
ID:

[View](#)

You will enter the student's id
number or netid in the box
and click View.

You will then be presented with this screen:

Student Details

Student name:	-
Student e-mail address:	- @ annexsee.edu
Last login:	11/20/12 11:33:36 View Login History
Balance:	\$0.00

[View Statement](#)

[View Account Activity](#)

[View Payment History](#)

[Enroll In Plan](#)

[View Agreement History](#)

Saved Payment Methods

Saved Payment Methods	Action	Refund Account?
mom's debit card XXXXXXXXXXXX	Delete	N/A
Mom's Cap One XXXXXXXXXXXX	Delete	N/A
Checking xxxxxxxx	Delete	Yes
mom checking xxxxxxxx	Delete	No

Authorized Users

Name (as entered by authorized user)	E-mail Address	Can View Payments	Can View Bills	Action
Susan Forman	sforman@utk.edu	Yes	Yes	View Details Remove
-	-	Yes	Yes	View Details Remove

Authorized Users is where you will go to find if a parent or third party has FERPA Financial Access. In this case, you can see that Susan Forman has FERPA access for this student.

The Bursar's Office, Financial Aid Office and One Stop Counselors also have the ability to add a student to a deferred payment plan if dictated by circumstances. If the student can pay the 50% down payment, they can be added to the regular deferred payment plan. They will need to make their 50% down payment by the due date at the beginning of the term.

Pull the student up on the Customer Service screen as illustrated above.

[Open Bill](#)
[Refunds](#)
[Payment Plans](#)

Customer Service
 [View](#)

Student name:	
Student e-mail address:	j...@tennessee.edu
Last login:	8/13/12 20:37:49 View Login History
Balance:	\$16,966.00
Estimated Financial Aid:	\$12,100.00
Balance Including Estimated Aid:	\$4,866.00

[View Statement](#)
[Enroll In Plan](#)

[View Account Activity](#)
[View Agreement History](#)

[View Payment History](#)

Click on Enroll in Plan

Balance Due must be \$50 or more.

Saved Payment Methods

Saved Payment Methods	Action	Refund Account?
TSB Checking	Delete	Yes

Authorized Users

Name (as entered by authorized user)	E-mail Address	Can View Payments	Can View Bills	Action
		Yes	Yes	View Details Remove

These are the payment plans you can select from each term:

Payment Plan

[Return to Student Details](#)

View payment plans for term:

Spring Term 2013

View

-- Select Payment Plan --

Select

Spring 2013 Deferred Pmt Plan:	Pay your 1st Installment of 50% of your tuition, fees, room and board by the due date of January 7, 2013. Pay the remaining 50% balance in two equal payments due February 22, 2013 and March 11, 2013. Why wait in-line, Pay on-line.....
Spring 2013 Exemption:	Payroll based exemption for student whose paperwork is not yet processed in payroll. Defer payment until February 22, 2013
Spring 2013 Bursar Exception Deferrment:	Deferral based on information from student to Bursar's Office administration.
Spring 2013 Veteran's Deferrment Plan:	Plan for Veterans or other military personnel who are waiting on payments from the US Government. Must have supporting documentation approved by the Bursar's Office or Veteran's Affairs representative.
Spring 2013 Financial Aid Deferrment:	Deferment due to financial aid delay. 100% of student's Spring 2013 balance is deferred until October March 11, 2013.
Spring 2013 Deferred Payment Plan:	Pay your 1st installment of 50% of your tuition, fees, room and board by the due date of January 7, 2013. Pay the remaining 50% in two equal installments with due dates of February 22, 2013 and March 11, 2013. Why wait in line? Pay ONLINE!

The Spring 2013 Deferred Pmt Plan is the one you would select if they are making the 50% down payment.

After clicking Select, you will be presented with this form:

Spring 2013 Deferred Pmt Plan

[Return to Student Details](#)

View payment plans for term:

Spring Term 2013

[View](#)

Spring 2013 Deferred Pmt Plan

[Select](#)

Spring 2013 Deferred Pmt Plan:

Pay your 1st Installment of 50% of your tuition, fees, room and board by the due date of January 7, 2013. Pay the remaining 50% balance in two equal payments due February 22, 2013 and March 11, 2013. Why wait in-line, Pay on-line.....

Spring 2013 Deferred Pmt Plan Details

Term(s):	Spring Term 2013
Previous balance term(s):	Fall 2011
Enrollment deadline:	1/6/13
Scheduled payments:	Optional
Setup fee:	\$30.00
Minimum down payment:	\$0.00
Number of payments:	3
Payment frequency:	Fixed Dates
Late payment fee:	\$35.00

[Cancel](#)

[Continue](#)

Click Continue.

This will show you the charges to be included in the plan, contracts, exemptions, financial aid and any payments to be applied to the charges:

Spring 2013 Deferred Pmt Plan

[Return to Student Details](#)

- ☒ I will NOT receive a payment today with plan enrollment. All eligible items should be included in the plan.
☐ I will receive a payment today to cover items that are due at plan enrollment (such as a downpayment and/or setup fee).

Please note that all amounts listed below include the most recent activity on the student account and may not necessarily match their latest statement.

If you received a down payment please specify the exact amount.

	Charges	Credits
Tuition:	\$3,901.00	
Fees:	\$13,065.00	
Hope w/Merit:		\$2,500.00
Achieve the Dream:		\$1,500.00
Chanc hon Prgm Gt:		\$1,000.00
Ned McWherter Schol:		\$1,500.00
Thomas D Dunlap:		\$2,500.00
Setup fee:	\$ 30.00	

[Display Payment Schedule](#)

[Back](#)

[Cancel](#)

Click Display Payment Schedule:

[Return to Student Details](#)

- ☒ I will NOT receive a payment today with plan enrollment. All eligible items should be included in the plan.
- ☐ I will receive a payment today to cover items that are due at plan enrollment (such as a downpayment and/or setup fee).

Please note that all amounts listed below include the most recent activity on the student account and may not necessarily match their latest statement. Please review the payment schedule carefully.

	Charges	Credits
Tuition:	\$3,901.00	
Fees:	\$13,065.00	
Hope w/Merit:		\$2,500.00
Achieve the Dream:		\$1,500.00
Chanc hon Prgm Gt:		\$1,000.00
Ned McWherter Schol:		\$1,500.00
Thomas D Dunlap:		\$2,500.00
Setup fee:	\$ 30.00	

[Update Payment Schedule](#)[Print Agreement](#)

Description	Due Date	Amount
1st Installment	1/7/13	\$3,998.00
2nd Installment	2/22/13	\$1,999.00
3rd Installment	3/11/13	\$1,999.00
Total of Installments:		\$7,996.00

[Back](#)[Cancel](#)[Process Enrollment](#)

This will give you the dates and the amounts to be paid on each date. These amounts will appear on the students account as memo items and will not show in current amount due until the due date. Click Process Enrollment. The student will then receive an email telling them they have been enrolled in the payment plan. They can then go into MyUTK or the parent can sign into the Parent Portal and schedule payments for the due dates.

You go through the same steps to enroll students in the other available payment plans. The 50% down payment plan is the only one available online through MyUTK.

To view a student's activity on TouchNet, go to View Login History. You will also find the students email address and cell phone number.

Student Details

Student name:	S
Student e-mail address:	sform. @.edu
Student mobile phone number:	865 Remove
Last login:	3/12/13 14:37:50 View Login History
Balance:	\$0.00

View

[View Statement](#) [View Account Activity](#) [View Payment History](#)

[Enroll In Plan](#) [View Agreement History](#)


Saved Payment Methods

Student email address used and mobile phone number.


Click here to see if the student has logged in to view their account.

Return to Student Details

From: 2/14/13



To: 3/14/13



View

Login Date and Time

2/16/13 10:01:45

3/1/13 18:18:50

3/12/13 13:50:22

3/12/13 14:37:50

To view student activity, click the tab, enter the term you wish to view and click on View.

Student Account Activity for Spring Term 2013

[Return to Student Details](#)

Select term and
click View

View Transactions by Term:

Spring Term 2013 [\$0.00]

[View](#)

Estimated Financial Aid

There is currently no pending financial aid on the account.

Current Activity

<u>Description</u>	<u>Code</u>	<u>Date</u>	<u>Amount (\$)</u>
Web MasterCard Payment	WCCM	15-FEB-2013	-150.00
Trombone Course Fee	M16	15-FEB-2013	150.00
ACH Refund	RACH	11-JAN-2013	1,158.37
Music Dept Schlrsbp	F688	11-JAN-2013	-250.00
S Beaman Band Scholarship	FF04	11-JAN-2013	-500.00
Federal Direct Unsub Stafford	FDUS	11-JAN-2013	-1,063.00
Federal Direct Unsub Stafford	FDUS	11-JAN-2013	-2,651.00
I/S Undergraduate Maintenance	TU17	07-JAN-2013	315.00
Undergraduate Study Abroad Fee	SABD	07-JAN-2013	5.00
I/S Undergraduate Maintenance	TU17	07-JAN-2013	-315.00

To view payments, click the payments tab, select the term and click on View.

ns User Management Client Community Help

Payment History

Select term and click view.

[Return to Student Details](#)

From: 1/1/13 To: 3/14/13 [View](#)

Date	Time	Type	Amount	Ref. Number	Acc
2/15/13	11:45:06	Credit Card	\$153.75	20130215000014	0003

You can also select to View Agreement History if the student has been on any deferred payment plans.

[View Statement](#) [View Account Activity](#) [View Payment History](#)

[Enroll In Plan](#) [View Agreement History](#)

[View Agreement History](#)

[View Agreement History](#)

To view the official statements sent to the students, click on “View Statement” tab and select a statement date and click on “Print/View Statement”. You can also

see the account activity since the last statement was made available to the student.

Billing Statement

[Return to Student Details](#)

Student name:	Sr
Student ID:	0003 *****
Please select a statement date:	12/17/12 <input type="button" value="Print/View Statement"/>


Account Activity Since Last Statement

To sort, click on the desired column header.

<u>Description</u>	<u>Code</u>	<u>Date</u>	<u>Amount (\$)</u>
Web MasterCard Payment	WCCM	15-FEB-2013	-150.00
Trombone Course Fee	M16	15-FEB-2013	150.00
ACH Refund	RACH	16-JAN-2013	40.00
Band Licensing	F725	14-JAN-2013	150.00

Each statement begins with the balance from the previous statement. If a student pays in full at the beginning of each term, you will only see one statement per term. Students on a dpp will have 3 to 4 statements per term. The statement will

have the student's amount due, due date, financial aid, exemptions and contracts. The student can print this statement for official use.

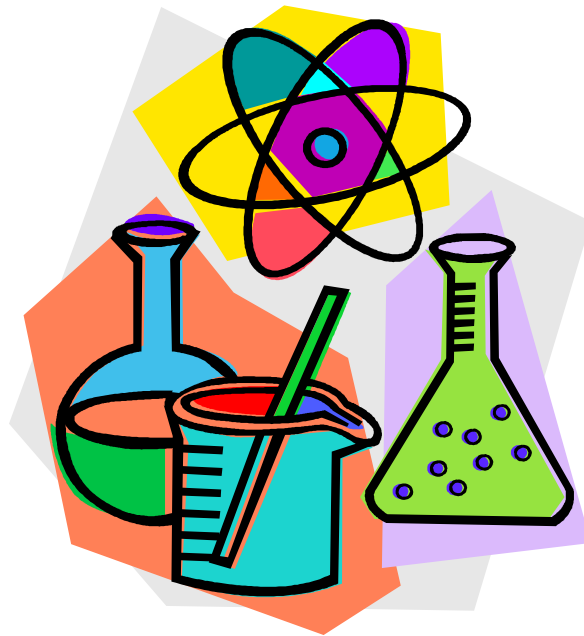
 <p> University of Tennessee Knoxville 211 Student Services Bldg Knoxville, TN 37996-0225 http://www.utk.edu • bursar@utk.edu Phone: (865) 974-4495 </p>		<table border="1"> <tr> <th>STATEMENT DATE</th> <th>DUE DATE</th> <th>AMOUNT DUE</th> </tr> <tr> <td>12/17/2012</td> <td>01/07/2013</td> <td>\$-2,358.37</td> </tr> </table>		STATEMENT DATE	DUE DATE	AMOUNT DUE	12/17/2012	01/07/2013	\$-2,358.37
		STATEMENT DATE	DUE DATE	AMOUNT DUE					
12/17/2012	01/07/2013	\$-2,358.37							
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Official statement </div>		Student ID: 00C							

Account Statement

TERM	DATE	DESCRIPTION	CHARGES	CREDITS
		* PREVIOUS BILLED BALANCE *	\$ 3,891.63	
		- CURRENT CHARGES -		
201240	08/17/2012	Transfer to VolCard Acct	\$ 300.00	
	08/21/2012	Trombone Course Fee	\$ 150.00	
	08/21/2012	Trombone Course Fee	\$ -300.00	
	08/21/2012	Transfer to VolCard Acct	\$ 50.00	
	08/22/2012	Trombone Course Fee	\$ 150.00	
	08/24/2012	ACH Refund	\$ 2,224.37	
	11/15/2012	ACH Refund	\$ 1.00	
201320	12/16/2012	Trombone Course Fee	\$ 300.00	
	12/16/2012	Technology Fee	\$ 100.00	
	12/16/2012	Facility Fee	\$ 160.00	
	12/16/2012	Library Fee	\$ 10.00	
	12/16/2012	Transportation Fee	\$ 26.00	
	12/16/2012	Undergraduate Study Abroad Fee	\$ 5.00	
	12/16/2012	Prog & Serv Fee-Health	\$ 89.00	
	12/16/2012	Prog & Svc Fee-Primary	\$ 255.00	
	12/16/2012	I/S Undergraduate Maintenance	\$ 3,901.00	
	12/16/2012	Off-Campus Commuter 50 Meal PI	\$ 710.13	
		- CURRENT PAYMENTS -		
201240	08/20/2012	Web E-Check Payment		\$ 1.00
	08/21/2012	Web MasterCard Payment		\$ 1.00
	08/24/2012	Federal Direct Unsub Stafford		\$ 2,651.00
	08/24/2012	Federal Direct Unsub Stafford		\$ 1,063.00
	08/24/2012	TSAC-TN Ed Lottery Scholarship		\$ 2,000.00
	08/24/2012	S Beaman Band Scholarship		\$ 500.00
	08/24/2012	Music Dept Schlrsip		\$ 250.00
	10/04/2012	Web E-Check Payment		\$ 1.00
201320	12/16/2012	UT Stf Dependent Exempt Pmt		\$ 1,950.50
		* CURRENT BILLED BALANCE *	\$ 3,605.63	
		- AUTHORIZED FINANCIAL AID -		
201320		Federal Direct Unsub Stafford		\$ 3,714.00
		TSAC-TN Ed Lottery Scholarship		\$ 2,000.00
		Music Dept Schlrsip		\$ 250.00
		* AUTHORIZED AID BALANCE *		\$ 5,964.00

PAST DUE	PREVIOUS BALANCE	CURRENT BALANCE	TOTAL AMOUNT DUE
\$0.00	\$3,891.63	\$3,605.63	\$-2,358.37

**Procedures for
Assessing
Course Fees
Section 9**



Procedures for Assessing Course Fees in Banner

Once new course fees or changes of existing course fees are approved in June, the signed budget document is sent to the Bursar's Office. This document should include the subject, course, term the fee is to begin, amount (flat or hourly), account number and contact person.

Only the department head can request a course fee to be removed. It must be in writing. The student, departmental Admin Asst or instructor cannot request a course fee to be removed.

All new course fees must be assigned a detail code using form TWADETC:

Oracle Fusion Middleware Forms Services: Open - TWADETC
File Edit Options Block Item Record Query Tools Help
Detail Code Control Form - Student - UTK TWADETC 8.3 (KBANPR)

Detail Code: CCHI Prin of Chemistry Crs Fee
Type: C
Category: FEE
Grant Type: 999
Priority: 999

Refund Code:
☐ Direct Deposit
☒ Refundable
☒ Receipt
☒ Active

Term Based:
☐ Aid Year Based
☐ Like Term
☐ Like Aid Year
☐ Like Period
☐ CL Enterable

Pay Type: N
Tax Type: 02
☒ Title IV
☒ Institutional Charges
☐ Exclude Invoice Print
☐ Payment History

Defaults
Amount:
Term:
Effective Date:

Detail Code:
Type:
Category:
Grant Type:
Priority:

Refund Code:
☐ Direct Deposit
☐ Refundable
☐ Receipt
☐ Active

Term Based:
☐ Aid Year Based
☐ Like Term
☐ Like Aid Year
☐ Like Period
☐ CL Enterable

Pay Type:
Tax Type:
☐ Title IV
☐ Institutional Charges
☐ Exclude Invoice Print
☐ Payment History

Defaults
Amount:
Term:
Effective Date:

Detail Code:
Type:
Category:
Grant Type:
Priority:

Refund Code:
☐ Direct Deposit
☐ Refundable
☐ Receipt
☐ Active

Term Based:
☐ Aid Year Based
☐ Like Term
☐ Like Aid Year
☐ Like Period
☐ CL Enterable

Pay Type:
Tax Type:
☐ Title IV
☐ Institutional Charges
☐ Exclude Invoice Print
☐ Payment History

Defaults
Amount:
Term:
Effective Date:

Detail charge/payment code
Record: 1/1 -OSC=

Click on the next block tab or Ctrl and page down. The General Ledger Interface Information should appear.

Oracle Fusion Middleware Forms Services: Open - TWADETC
File Edit Options Block Item Record Query Tools Help
GL Interface TWADETC 8.3 (KBANPR)

Detail Code: CCHI Prin of Chemistry Crs Fee
Effective Date: 09-FEB-2010
Next Change Date:
Term-based:
Aid Year-based:
Total Percent: 100

General Ledger Interface Information

Designator:
Account A:
Account B:
Percent: 2%

Designator:
Account A:
Account B:
Percent: 99.76%

Designator:
Account A:
Account B:
Percent:

Designator:
Account A:
Account B:
Percent:

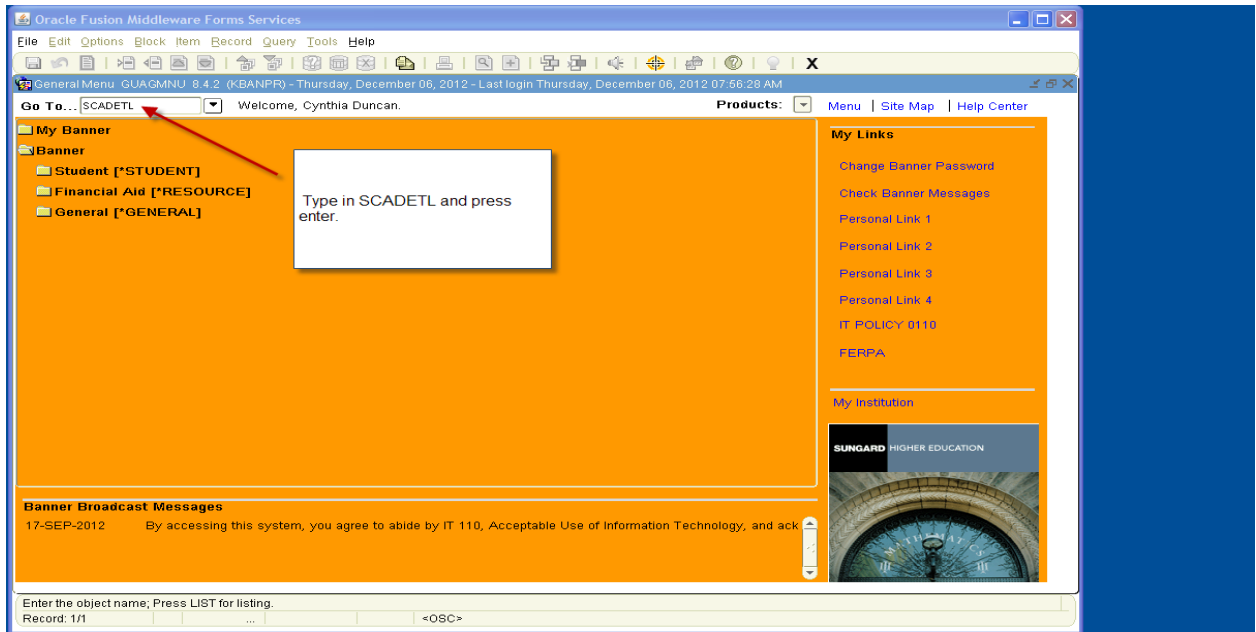
Designator:
Account A:
Account B:
Percent:

Designator:
Account A:
Account B:
Percent:

The blocks above the line will already be populated. The account numbers and the percent must be entered. The percent always has to equal 100%. Once the information is entered, click on the save button at the top of the form or press the F-10 function key.

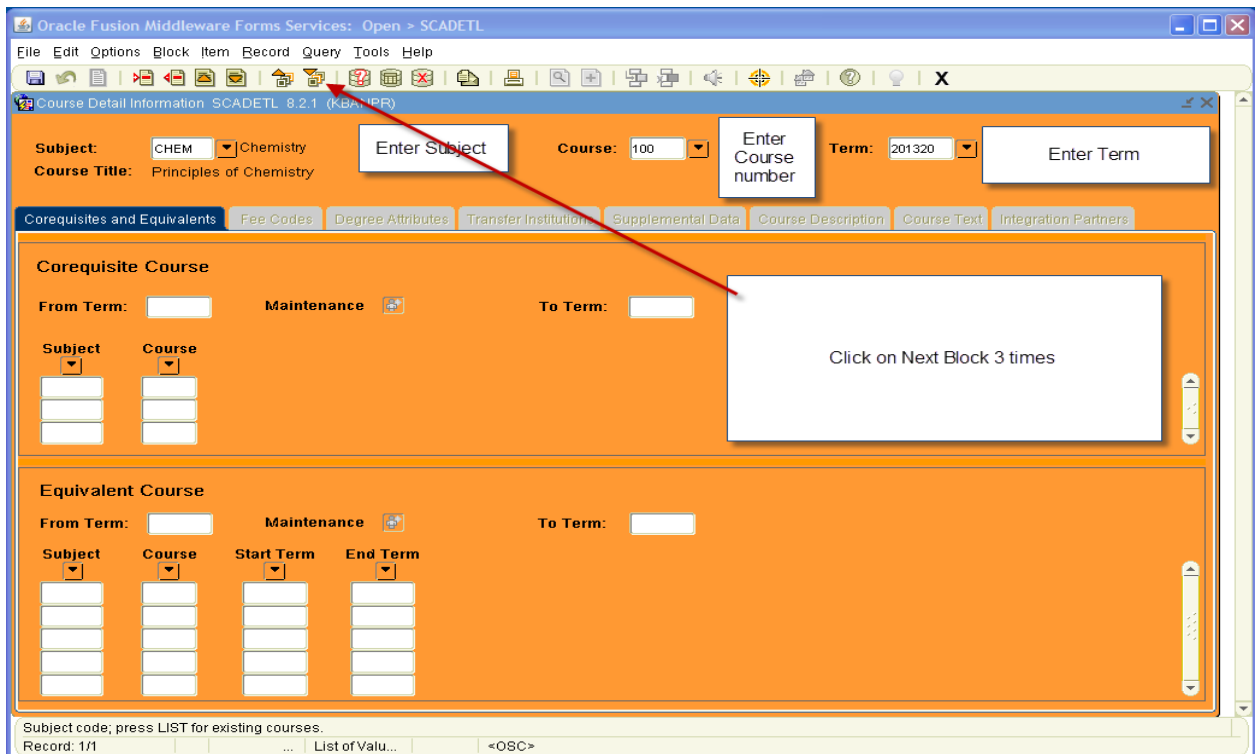
Record: 1/1 -OSC=

Now the course fee can be entered. Since the timetable is built prior to receiving the budget document, the course fee has to be entered in Banner on two separate forms.



The first form is SCADETL. SCADETL will assess the fee based on the subject and course.

Enter the subject, course number and term. The click on the Next Block button 3 times or CTRL and Page Down 3 times.



The next block of SCADETL is:

The fee type is either Flat or Bill. The Bill Fee Type will assess a per hour rate. Example: if the amount is \$25.00, the fee type is Bill and the course with the fee is a 3 hour course, the student will be assessed \$75.00 for the course.

The course fee must also be entered on form SSADETL. SSADETL assesses the fee based on the term and section. Several of the courses have more than one section. Since the timetable has already been built, any new fees or fee changes have to also be updated or entered on SSADETL. These courses will be listed on the Fee Request Form referenced above.

Form SSADETL

Oracle Fusion Middleware Forms Services: Open > SSADETL

File Edit Options Block Item Record Query Tools Help

Schedule Detail SSADETL 8.6.0.1 (KBANPR)

Term: 201240 CRN: 41238 Subject: CHEM Course: 100 Title: Principles of Chemistry

Section Links and Corequisites Section Fees Degree Program Attributes Contract and Block Schedule Information

Section Links

Link Connector

Enter Term

Enter the course section number

Corequisites

CRN	Subject	Course	Section

Link connector.
Record: 1/1

The Subject, Course, and Title will populate after clicking on next block or CTRL and Page Down. Click or CTRL and Page Down 3 times.

Oracle Fusion Middleware Forms Services: Open > SSADETL

File Edit Options Block Item Record Query Tools Help

Schedule Detail SSADETL 8.6.0.1 (KBANPR)

Term: 201240 CRN: 41238 Subject: CHEM Course: 100 Title: Principles of Chemistry

Section Links and Corequisites Section Fees Degree Program Attributes Contract and Block Schedule Information

Section Fees

Level	Detail Code	Description	Amount	Fee Type	Duration Unit	User ID	Activity Date
	CCH1	Prin of Chemistry Crs Fee	25.00	FLAT		CDUNCAN1	11-JUN-2012

Enter Detail Code, Amount, and Fee Type. Click on save or press F10 to save information.

Student Curriculum Rules

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Admission Term	Curricula Rate	Curricula Student Type	Curricula

Level code; press LIST for valid codes; COUNT QUERY HITS for section fees.
Record: 1/1

In order to assess the fee to the student's account, the Fee Assessment job (SFRFASC) has to be run or assess manually by pulling up the student's schedule on SFAREGS and clicking on the Save tab or pressing F10.

IMPORTANT REMINDER: Need to review these each semester. The Timetable roll for Spring 2013 is rolled from Spring 2012. This mean, the old fee rates will roll rather than the new ones. The Argos report TWDFEES, Schedule with Fees lists all courses in the Timetable for a particular semester which have a course fee assessed. Pull this report and check the fee amounts. If incorrect, make the corrections on SSADETL and SCADETL. Also, pull the ARGOS report, TWDBFEE which provides a listing of the course fees that have different amounts on SSADETL and SCADETL.

If new sections are added to a particular course **AFTER** the fee has been set up and or the amount changed on SCADETL, any sections added after this will be assessed the course fee. Will not have to update SSADETL.

Some departments assess a course fee to all the courses in the department such as Business and Engineering. Form SSADFEE allows the fee to assess without entering the fee on every course and section. Please see form below:

Oracle Fusion Middleware Forms Services: Open > SSADFEE

File Edit Options Block Item Record Query Tools Help

Section Fee Assessment Control SSADFEE 8.0 (K-BANPR)

Term: 201320 Spring Sem 2013

College	Department	Campus	Schedule Type	Instructional Method	Level	Detail Code	Description	Amount	Fee Type
	AGBE	K	FAC		GR	ENAG	Agriculture Engr Course Fee	54.00	BILL
	AGEN	K	FAC		GR	ENAG	Agriculture Engr Course Fee	54.00	BILL
	AGET	K	FAC		GR	ENAG	Agriculture Engr Course Fee	54.00	BILL
	BESS	K	FAC		GR	ENAG	Agriculture Engr Course Fee	54.00	BILL
12		K	FAC		GR	ENGR	Engineering Course Fee	54.00	BILL
12		KPV	FAC		GR	ENGR	Engineering Course Fee	54.00	BILL
12		T	FAC		GR	ENSI	Engineering Fee - UTSI	54.00	BILL
06			FAC		UG	BUAD	Bus Admin Course Fee	60.00	BILL
	BESS	K	FAC		UG	ENAG	Agriculture Engr Course Fee	54.00	BILL
12		K	FAC		UG	ENGR	Engineering Course Fee	54.00	BILL

Student Curriculum Student Rules

Student Curriculum Rules

Level	Campus	College	Degree	Program	Field of Study	Type	Field of Study Code	Department	Admission Term	Student Type	Rate	Curricula

College Code; Press LIST for valid choices.

Record: 1/7 ... List of Valu... <OSC>

Enter the term, then Next Block or CTRL Page Down. In the above example, College was not entered for ENAG because all departments in this college code are not assessed the fee. In this

case, use Department. If the course is offered on more than one campus, make sure the Campus code for each campus is entered. If there is more than one Schedule Type, enter all types. If the fee is to be assessed to Graduate and Undergraduate, enter the information for both.

Once this form is correct, run job SSPMFEE. This will assess the fee for all the Colleges and/or Departments listed above. The 100 and 500 and 600 level Business courses are not assessed the course fee. Once SSPMFEE is run, the fee has to manually be removed from each section on SSADETL. Once the fees have been removed, **DO NOT RUN SSPMFEE AGAIN IN THE SEMESTER. ALL THE AJUSTMENTS WILL BE OVERLAYED. SSPMFEE SHOULD ONLY BE RUN ONCE A SEMESTER.**

This form has to be updated every semester, it does not roll.

If a course has an existing course fee and the amount of the fee changes or the fee is to be no longer assessed, the fee is ended on SCADETL.

Oracle Fusion Middleware Forms Services: Open > SCADETL

File Edit Options Block Item Record Query Tools Help

Course Detail Information SCADETL 8.2.1 (KBANPP)

Subject: CHEM Chemistry Course: 100 Term: 201340

Course Title: Principles of Chemistry

Corequisites and Equivalents Fee Codes Degree Attributes Transfer Institutions Supplemental Data Course Description Course Text Integration Partners

Fee Codes

From Term: 201240 Maintenance To Term: 999999

Detail	Description	Amount	Fee Type	Duration Unit	User ID	Activity Date
CCH1	Prin of Chemistry Crs Fee	25.00	FLAT		CDUNCAN1	11-JUN-2012

Student Curriculum Student

Student Curriculum Rules

Level	Campus College	Degree	Program	Field of Study Type	Field of Study Code	Department	Admission Term	Curricula Student Curricula Type	Rate	Curricula

Detail code; press LIST for valid codes

Record: 1/1 ... List of Valu... <OSC>

For this example, the fee has been approved to increase to \$30.00. Click on the Maintenance man.

Click on Copy Fee Code Data

The screenshot shows the 'Oracle Fusion Middleware Forms Services: Open > SCADETL' window. A pop-up menu titled 'Option List' is open, with 'Copy Fee Code Data' selected and highlighted by a red arrow. The main form displays 'Course: 100' and 'Term: 201340'. Below the menu, there is a table with columns: Amount, Fee Type, Duration Unit, User ID, and Activity Date. The first row shows '25.00', 'FLAT', an empty cell, 'CDUNCAN1', and '11-JUN-2012'. At the bottom, there is a 'Student Curriculum Rules' section with various dropdown menus for Level, Campus College, Degree, Program, Field of Study Type, Field of Study Code, Department, Admission Term, Student Curricula Type, Rate, and Curricula.

Notice the From Term is now 201340, the term the new fee is to be assessed.

The screenshot shows the 'Oracle Fusion Middleware Forms Services: Open > SCADETL' window. The 'Fee Codes' section is active, showing 'From Term: 201340' and 'To Term: 999999'. A red arrow points to the 'From Term' field. The table below has columns: Detail, Description, Amount, Fee Type, Duration Unit, User ID, and Activity Date. The first row shows 'CCH1', 'Prin of Chemistry Crs Fee', '25.00', 'FLAT', an empty cell, 'CDUNCAN1', and '06-DEC-2012'. At the bottom, there is a 'Student Curriculum Rules' section with various dropdown menus for Level, Campus College, Degree, Program, Field of Study Type, Field of Study Code, Department, Admission Term, Student Curricula Type, Rate, and Curricula.

Notice the From Term date is now 201340, the term the new amount is to be assessed.

Tab over to amount and enter the new rate. Click on the Save tab or press F10.

Oracle Fusion Middleware Forms Services: Open > SCADETL

File Edit Options Block Item Record Query Tools Help

Course Detail Information SCADETL 8.2.1 (KBANPP)

Subject: CHEM Chemistry Course: 100 Term: 201340

Course Title: Principles of Chemistry

Corequisites and Equivalents Fee Codes Degree Attributes Transfer Institutions Supplemental Data Course Description Course Text Integration Partners

Fee Codes

From Term: 201340 Maintenance To Term: 999999

Detail	Description	Amount	Fee Type	Duration Unit	User ID	Activity Date
CCH1	Prin of Chemistry Crs Fee	30.00	FLAT		CDUNCAN1	06-DEC-2012

Student Curriculum Student

Student Curriculum Rules

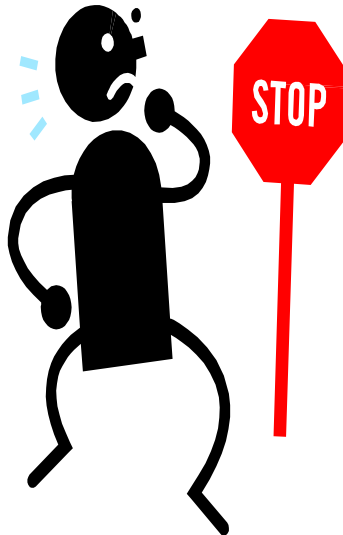
Level	Campus College	Degree	Program	Field of Study Type	Field of Study Code	Department	Admission Term	Curricula Student Curricula Type	Rate	Curricula

Fee amount.
Record: 1/1 <OSC>

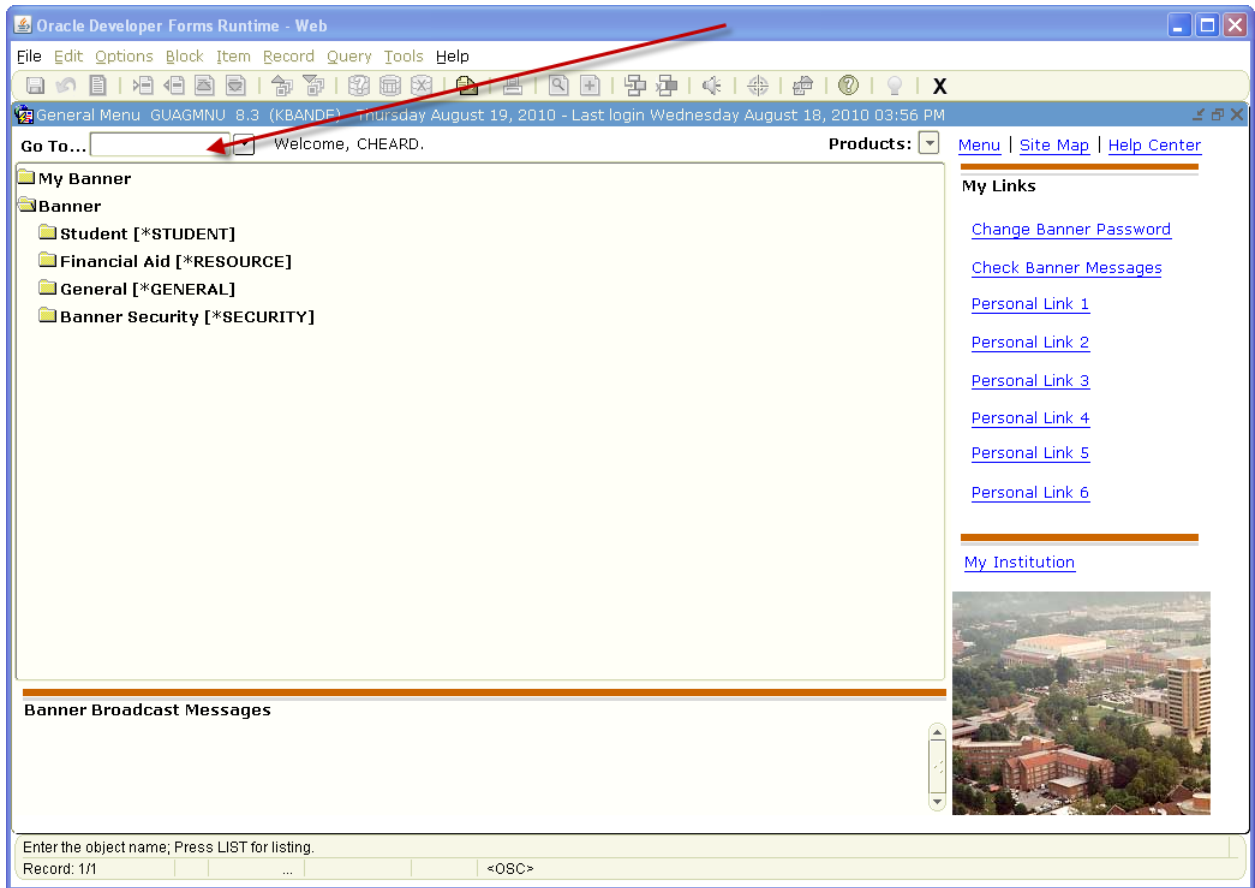
If the timetable has been rolled, the fee amount has to be changed on all sections of the course. This is changed on SSADETL. Once in the form, tab over to the amount, change and save.

Departments request course fees for the next academic year in February. Those requests are approved by either the Chancellor and/or the Board of Trustee, depending on the fee. Once the fee is approved, the department is notified as well as the Compliance Officer in the Bursar's Office. The Compliance Officer follows the procedures detailed above to assess the new fee or change the existing fee. The department budget director will receive an e-mail from the Compliance Officer stating the fees have been entered and they can now review their courses with course fees ensuring the fees have been assessed correctly. The ARGOS report TWDFEES can be run and reviewed to ensure the fees have been properly assessed. The department will send an e-mail to the Compliance Officer by a date given in the e-mail to verify the fees are correct or of any changes and/or corrections. If there is no response, we will assume the fees have been verified and are correct.

Hold Processing In Banner



In order to view your business profile, insert STVORIG in the go to field. This form defines the business profile associated with the hold code on STVHLDD.



per Forms Runtime - Web: Open > STVORIG

File Edit Options Block Item Record Query Tools Help

Originator Code Validation STVORIG 8.0 (KBANDE)

Code	Description	Activity Date
AD	Admissions Office	27-MAY-2010
AF	Air Force R. O. T. C.	27-MAY-2010
AG	Agriculture	27-MAY-2010
AQ	Aquatic Center	27-MAY-2010
AT	Art	27-MAY-2010
ATH	Athletic Department	06-AUG-2010
BA	Business Adm	27-MAY-2010
BANR	Banner Interface	28-JUL-2010
BN	Band Department	27-MAY-2010
BR	Bursars Office	27-MAY-2010
BS	Bookstore	27-MAY-2010
CD	Child Development Lab	27-MAY-2010
CH	Chemistry Department	27-MAY-2010
CO	Correspondence Office	27-MAY-2010
DB	Disability Services	27-MAY-2010
DEP	PERNR associated with Dependent	17-AUG-2010
ED	Education	27-MAY-2010
EH	Educ/Human Ecology	13-AUG-2010
ES	Evening School Office	27-MAY-2010
FA	Financial Aid Office	27-MAY-2010
FR	Fraternity Affairs Office	27-MAY-2010
FS	Food Services	30-JUL-2010
GS	Graduate School	27-MAY-2010

... <OSC>

Oracle Developer Forms Runtime - Web: Open > STVORIG

File Edit Options Block Item Record Query Tools Help

Originator Code Validation STVORIG 8.0 (KBANDE)

Code	Description	Activity Date
HS	Student Health Clinic	27-MAY-2010
HU	Human Ecology	27-MAY-2010
IE	International Educ	27-MAY-2010
IRIS	IRIS	28-JUL-2010
IS	Arts & Sciences Advising	27-MAY-2010
LA	Law Admissions	27-MAY-2010
LI	Library	27-MAY-2010
LL	Law Library	27-MAY-2010
MA	Men's Athletics	27-MAY-2010
MS	Military Science	27-MAY-2010
MU	Music Department	27-MAY-2010
MWA	Athletic Department	03-AUG-2010
OR	Orientation Office	27-MAY-2010
OT	Orit Business Office	27-MAY-2010
PS	Parking Services	27-MAY-2010
RA	Readmissions Office	27-MAY-2010
RH	Residence Halls	27-MAY-2010
RO	Registrars Office	27-MAY-2010
RP	Rental Properties	27-MAY-2010
SC	Student Conduct	27-MAY-2010
SL	Student Loans Office	27-MAY-2010
SP	Student Publications	27-MAY-2010
SPO	PERNR associated with Spouse	17-AUG-2010

Originator code.
Record: 46/55 ... <OSC>

Type in the “go to” field STVHLDD. This form identifies the hold type code referenced in the Academic History Module and is cross-referenced by the Hold Form (SOAHOLD) and Hold Query-Only Form.

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Help

General Menu GUAGMNU: 8.3 (KBANDE) - Thursday August 19, 2010 - Last login Wednesday August 18, 2010 03:56 PM

Go To... Welcome, CHEARD.

Products: Menu Site Map Help Center

My Banner

- Banner
 - Student [*STUDENT]
 - Financial Aid [*RESOURCE]
 - General [*GENERAL]
 - Banner Security [*SECURITY]

My Links

- [Change Banner Password](#)
- [Check Banner Messages](#)
- [Personal Link 1](#)
- [Personal Link 2](#)
- [Personal Link 3](#)
- [Personal Link 4](#)
- [Personal Link 5](#)
- [Personal Link 6](#)

My Institution

Banner Broadcast Messages

Enter the object name; Press LIST for listing.

Record: 1/1

Code	Description	Enrollment				A/R	Application	Compliance	Voice Message
		Registration	Verification	Transcript	Graduation				
A1	Admissions-UG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A2	Needs College Tscp 8659742	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A3	Stop File 8659742184	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A4	Needs High Sch Tscp 865974	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A5	Transient 8658742184	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A7	Cmte. on English 86597421	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A8	Owe Applic Fee 86597421	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A9	Athl Dept Camp Pay 865974	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AC	Architecture 865974324	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AD	Admission- Intl 865974218	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AF	Air Force R.O.T.C. 86597430	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AH	Bad Addr Mail Undlv 8659744	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AP	Art Printmaking Fee 8659743	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AQ	Art Film Processing 86597434	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AR	Accounts Receivable 8659744	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
AS	Stu Success Ctr Adv 8659746	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AU	Arts & Sciences Adv 8659744	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B1	PEMBA 8659741771	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BA	Band Uniform 86597450	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BS	Bookstore 865974101	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

... <OSC>

Code	Description	Enrollment				A/R	Application	Compliance	Voice Message
		Registration	Verification	Transcript	Graduation				
BU	College of Business 8659741	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C1	Rent-Taliwa Ct Apts 8659741	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C2	Forfeit Rnt/Tali Ct 865974187	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C3	Ret Chk Svc Chg/Tc 865974	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C4	Elec Chgs/Taliwa Ct 8659741	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C6	Maint Chgs/Taliw Ct 8659741	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CC	Collection Costs 86597444	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CD	Child Develop 86597462	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CH	Chemistry Dept 86597434	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CK	Clicker Project 865974647	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CL	Curriculum Lab 86597481	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CN	Casnr Acad Rev Adv 865974	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CO	RC-Ind Study 86597451	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CS	CSA Fees 865974449	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CY	Stu Ornt Leadsh De 8659742	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D	Student Conduct 8659743	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D1	Disciplinary 8659743171	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D2	Dismissal 8659743171	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DA	Academic Dismissal 8659742	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DB	Disability Serv 8659746087	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

In order to continue to look at the description continue to either use the bar on the right hand side or you may use the next record. By using the next record icon you are going to go down one value at a time.

As of 8/6/10, STVHLDD – HOLD CODES IN BANNER WITH BUSINESS PROFILES ASSIGNED FOR FGAC: You can see that multiple hold codes can be associated a Business Profile. In the example below, holds A1-PA are assigned to the Admissions Office Business Profile. This means that staff assigned to the AD Business Profile can only add and remove holds A1 – PA.

Code	Description	Business Profile Group	Bus Profile Code				
A1	Admissions-UG	Admissions Office	AD				
A2	Needs College Tscp 8659742184	Admissions Office	AD				
A3	Stop File 8659742184	Admissions Office	AD				
A4	Needs High Sch Tscp 8659742184	Admissions Office	AD				
A5	Transient 8658742184	Admissions Office	AD				
A7	Cmte. on English 8659742184	Admissions Office	AD				
A8	Owe Applic Fee 8659742184	Admissions Office	AD				
HD	Reg Hs Deficiency 8659742101	Admissions Office	AD				
PA	Provisional Admission 8659742184	Admissions Office	AD				
CN	Casnr Acad Rev Adv 8659747303	Ag Readmissions	AG				
ME	Military Property 8659745371	Air Force	AF	Add Business Profile			
MS	Military Science 8659745371	Air Force	AF				
AU	Arts & Sciences Adv 8659744481	Arts & Sci Advising	IS				
A9	Athl Dept Camp Pay 8659744664	Athletics	ATH	I combined Men & Women (MA & WA)			
L0	Lady Vol-Basketball 8659743871	Athletics	ATH	Add Business Profile			
L4	Lady Vol-Volleyball 8659743871	Athletics	ATH				
L6	Lady Vol- Softball 8659743871	Athletics	ATH				
L7	Lady Vol - Rowing 8659743871	Athletics	ATH				
LC	Lady Vol- Track 8659743871	Athletics	ATH				

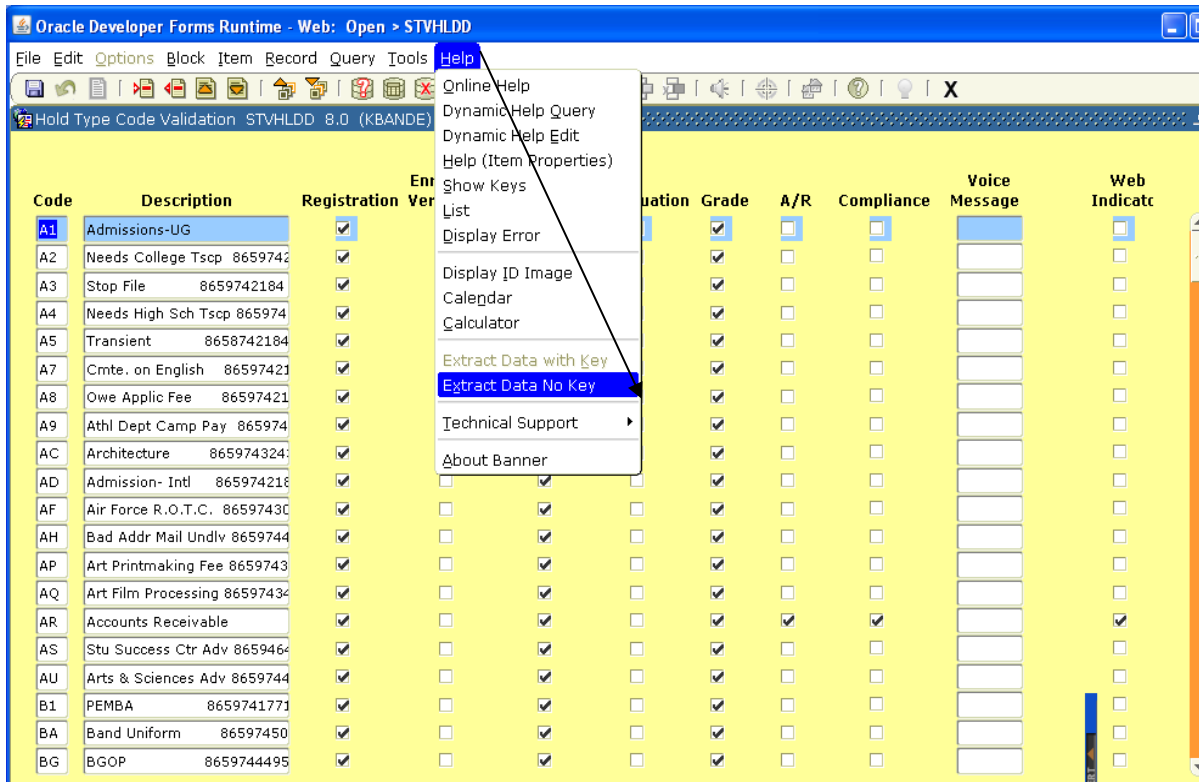
LE	Lady Vol-Weight Rm 8659743871	Athletics	ATH
LK	Lady Vol-Marketing 8659743871	Athletics	ATH
LM	Lady Vol-Media Rel 8659743871	Athletics	ATH
LN	Lady Vols - Tennis 8659743871	Athletics	ATH
LO	Lady Vols - Soccer 8659743871	Athletics	ATH
LR	Lady Vol-Train Room 8659743871	Athletics	ATH
LV	Lady Vol-Developmnt 8659743871	Athletics	ATH
LW	Lady Vol- Swimming 8659743871	Athletics	ATH
M1	Mens Ath-Football 8659741219	Athletics	ATH
M2	Mens Ath-Basketball 8659741219	Athletics	ATH
M3	Mens Ath-Baseball 8659741219	Athletics	ATH
M4	Mens Ath-Track 8659741219	Athletics	ATH
M5	Mens Ath-Golf 8659741219	Athletics	ATH
M6	Mens Ath-Tennis 8659741219	Athletics	ATH
M7	Mens Ath-Swimming 8659741219	Athletics	ATH
M8	Welfare of Athlete 8659741219	Athletics	ATH
M9	Spirit Danc For Ath 8659741219	Athletics	ATH
MV	Sports Publicity 8659741219	Athletics	ATH
BA	Band Uniform 8659745031	Band Department	BN

MU	Music Uniform Out 8659743496	Band Department	BN				
BS	Bookstore 8659741011	Bookstore	BS				
AH	Bad Addr Mail Undlv 8659744495	Bursar's Office	BR				
AR	Accounts Receivable	Bursar's Office	BR				
CD	Child Develop 8659746281	Bursar's Office	BR	(Will need detail code for charge)			
CS	CSA Fees 8659744495	Bursar's Office	BR				
ES	Evening School 8659744495	Bursar's Office	BR				
FA	Emergency Loan 8659743131	Bursar's Office	BR				
FD	Knoxville Place 8659741564	Bursar's Office	BR				
KS	Knox Socwrk-Ret Chk 8659743176	Bursar's Office	BR				
LG	Legacy	Bursar's Office	BR				
NC	Non-Citizen Form 8659744495	Bursar's Office	BR				
SC	Sign Check 8659744495	Bursar's Office	BR				
SS	SS# Needed 8659744495	Bursar's Office	BR				
SW	MSSW - Bookstore 9014485625	Bursar's Office	BR				
TO	Unpaid Prior Trmchg 8659744495	Bursar's Office	BR				
UF	UTSI Student Fees 8888828874	Bursar's Office	BR				
B1	PEMBA 8659741771	Business Admin	BA				
MB	MBA Program 8659748784	Business Admin	BA				

CH	Chemistry Dept 8659743414	Chemistry	CH	(Waiting to hear from Sharon Marshall)					
FS	Food Service 8659743430	Dining Services	FS						
DB	Disability Services 8659746087	Disability Services	DS						
ED	Ed Hth & Hs 8659748355	Educ, Health, Hum Sci	EH?	Add Business Profile	combine Education & Human Ecology				
HE	Human Ecology 8659746281	Educ, Health, Hum Sci	EH?	Add Business Profile	combine Education & Human Ecology				
G1	Admissions-Grad	Graduate School	GS						
G2	Grd Sch Inc Readm 8659743251	Graduate School	GS						
G3	Require Not Met 8659742475	Graduate School	GS						
G4	Grad Sch Probation 8659742475	Graduate School	GS						
G6	Grad Sch Dismissal 8659743251	Graduate School	GS						
G7	Grad Schl Admit Probation 8659743251	Graduate School	GS						
IA	Intl Admission 8659742184	Internatioanal Educ	IE						
IL	Internatl Loan 8659744453	Internatioanal Educ	IE						
LF	Law Fax Charges 8659744263	Law Admissions	LA						
L1	Law Lib Book Out 8659745906	Law Library	LL	Add Business Profile					
LL	Law Library 8659745906	Law Library	LL						
LI	Library	Library	LI						
ST	Clicker Pgm-Itc Lib 8659746470	Library	LI						
MO	Music Fee Owed 8659743496	Music Dept	MU	Add Business Profile					
OT	OIT Bus Office 8659744410	OIT Business Office	OT	Add Business Profile					
TC	Telephone Services 8659748006	OIT Business Office	OT						
V1	Vol Connect-Res Hal 8659748006	OIT Business Office	OT						
V4	Vol Connect-Ren Pro 8659748006	OIT Business Office	OT						
V7	Volvision 8659748006	OIT Business Office	OT						
CY	Stu Ornt Leadsh De 8659742435	Orientation	OR	Add Business Profile					
PK	Parking	Parking Services	PS						
TR	Park Svc Ticket 8659746031	Parking Services	PS						
RA	Readmission Incompl 8659742184	Readmissions Office	RA						
RL	Released from College	Readmissions Office	RA						
DA	Academic Dismissal 8659742184	Registrar's Office	RO						
IR	Regist Indiv Req 8659742184	Registrar's Office	RO						
R1	Academic Review 1	Registrar's Office	RO						
RP	Probation	Registrar's Office	RO						
C1	Rent-Taliwa Ct Apts 8659741871	Residence Hall	RH						
C2	Forfeit Rnt/Tali Ct 8659741871	Residence Hall	RH						
C3	Ret Chk Svc Chg/Tc 8659741871	Residence Hall	RH						
C4	Elec Chgs/Taliwa Ct 8659741871	Residence Hall	RH						
C6	Maint Chgs/Taliw Ct 8659741871	Residence Hall	RH						
K1	Rent-Kingston Apts 8659741871	Residence Hall	RH						

K2	For. Rent/Kingston 8659741871	Residence Hall	RH
K3	Ret Chk Svc Chg/La 8659741871	Residence Hall	RH
K6	Maint Chgs/Kingston 8659741871	Residence Hall	RH
O1	Rent-Golf Range Apt 8659741871	Residence Hall	RH
O2	For Rent/Golf Range 8659741871	Residence Hall	RH
O3	Ret Chk Svc Chg/Ga 8659741871	Residence Hall	RH
O4	Elec Chgs/Golf Rang 8659741871	Residence Hall	RH
O6	Maint Chg/Golf Rang 8659741871	Residence Hall	RH
RH	Residence Halls 8659743411	Residence Hall	RH
S1	Rent-Sutherland Apt 8659741871	Residence Hall	RH
S2	For Rent/Sutherland 8659741871	Residence Hall	RH
S3	Ret Chk Svc Chg/Sa 8659741871	Residence Hall	RH
S4	Elec Chg/Sutherland 8659741871	Residence Hall	RH
S6	Maint Chg/SutherInd 8659741871	Residence Hall	RH
T1	Rent-Taliwa Ct Addt 8659741871	Residence Hall	RH
T2	For Rent/Taliwa Ct 8659741871	Residence Hall	RH
T3	Ret Chk Svc Chg/TC 8659741871	Residence Hall	RH
T4	Elec Chgs/Taliwa Ct 8659741871	Residence Hall	RH
T6	Main Chgs/Taliwa Ct 8659741871	Residence Hall	RH

To copy the table STVHLDD from Banner to an Excel file, go to the top of the table, select “HELP”, Extract Data with No key, and save the resulting Excel file. You should be able to copy any Banner table this way. See print screen below:

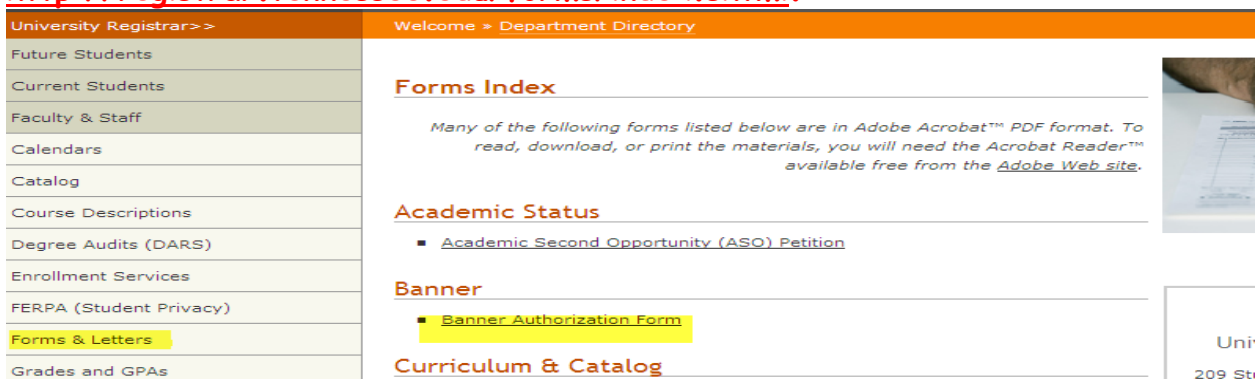


Copy files to selected drive and save as Excel rather than Comma Delimited file.

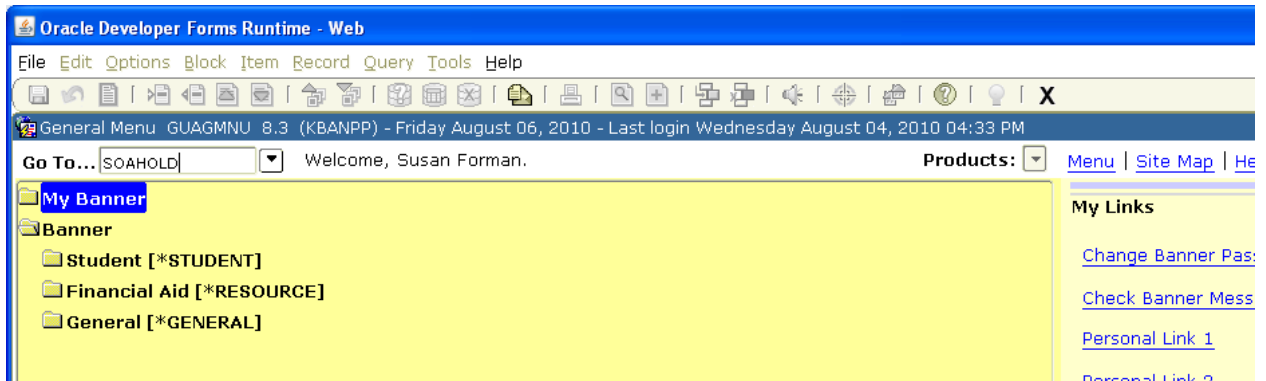
Applying for Access into Banner:

Before you can add/remove holds in Banner, you must first apply for access to Banner and the appropriate Business Profile Group. That form is available on the Registrar's Website at:

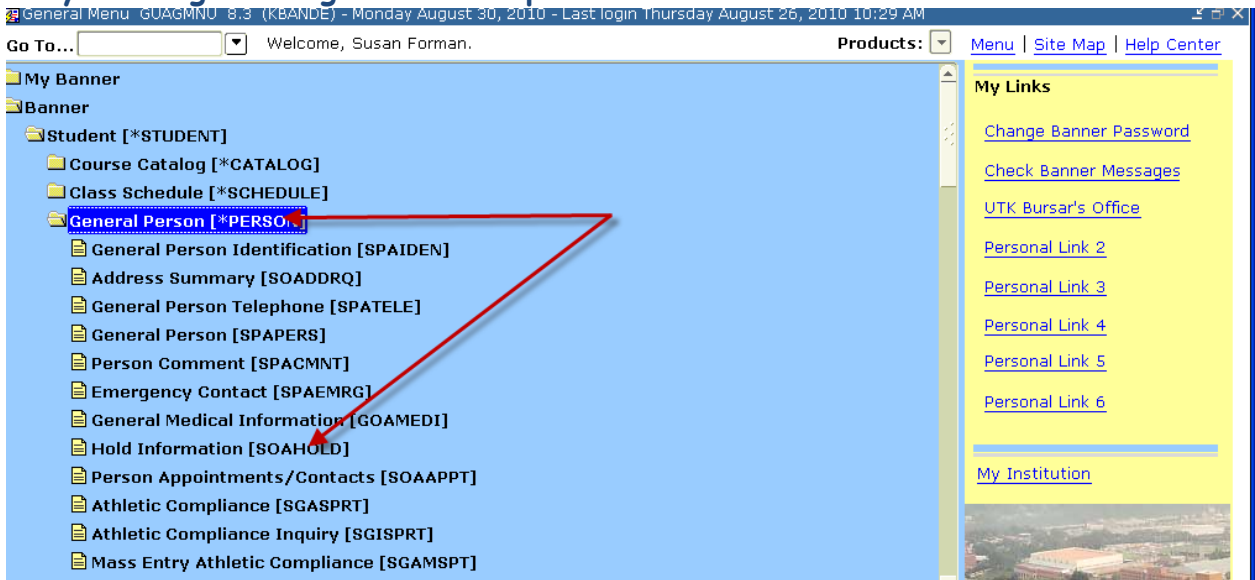
<http://registrar.tennessee.edu/forms/index.shtml>.



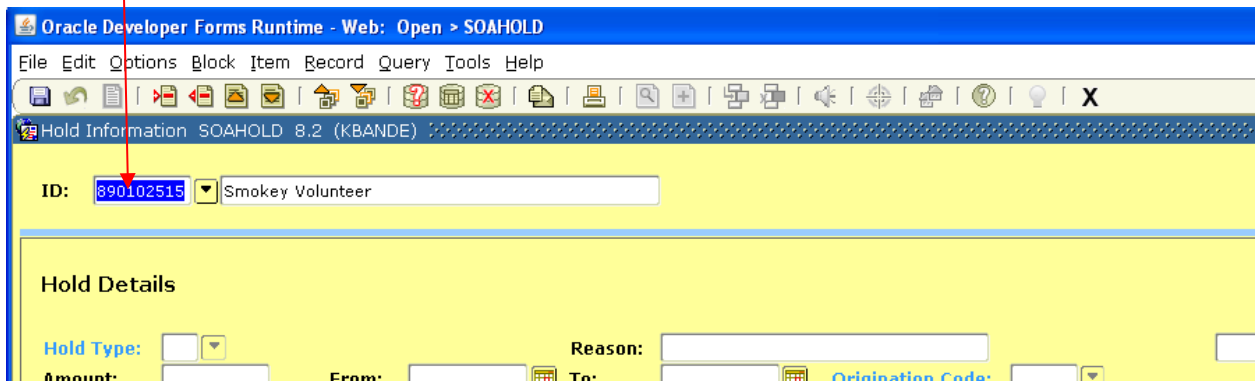
After receiving proper authorization you will log into banner. Type in the Go to field (SOAHOLD).



Or you can go through the menu path:



Enter the student's ID#. You can also enter the student's netid in the ID field.



After the ID is entered, the students name will appear.
This process can be used to view, add or end-date (clear) a hold. Next perform a "Next Block".

Oracle Developer Forms Runtime - Web: Open > SOAHOLD

File Edit Options Block Item Record Query Tools Help

Hold Information SOAHOLD 8.2 (KBADE)

ID: 890102515 Smokey Volunteer

Next Block

You can also do a next block by Pressing "CTRL" and the "Page Down" keys.

Oracle Developer Forms Runtime - Web: Open > SOAHOLD

File Edit Options Block Item Record Query Tools Help

Hold Information SOAHOLD 8.2 (KBADE)

ID: 890102515 Smokey Volunteer

Hold Details

Hold Type:	MU	Music Uniform Out	8659743496	Reason:	test	SFORMAN
Amount:		From:	06-AUG-2010	To:	31-DEC-2099	Origination Code: BN Band Department
Hold Type:	A4	Needs High Sch Tscp	8659742184	Reason:		CHEARD
Amount:		From:	06-AUG-2010	To:	31-DEC-2099	Origination Code: AG Agriculture
Hold Type:	BS	Bookstore	8659741011	Reason:		CHEARD

When you do a next block, you will be able to see any current hold that the student has. This particular hold has a Hold End Date of "31-Dec-2099" which is considered the Banner End of Time date. These will all sort to the top of the form. You can scroll down through the active and end-dated/cleared holds by using the scroll bar on the side of the form.

To enter a hold:

Enter your Hold Code as given to you by the Bursar's Office or Registrar's Office. Since Smokey Volunteer has so many holds a new record must be created. Click on the on the "Insert Record" icon or

pressing "F6".

Oracle Developer Forms Runtime - Web: Open > SOAHOLD

File Edit Options Block Item Record Query Tools Help

Hold Information SOAHOLD 8.2 (KBANDE)

ID: 890102515 Smokey Volunteer

Hold Details

Hold Type: MU Music Uniform Out 8659743496 Reason: test Origination Code: BN Band Department

Amount: From: 06-AUG-2010 To: 31-DEC-2099

Hold Type: A4 Needs High Sch Tscp 8659742184 Reason: Origination Code: AG Agriculture

Amount: From: 06-AUG-2010 To: 31-DEC-2099

Hold Type: BS Bookstore 8659741011 Reason: Origination Code: CHEARD

Amount: From: 06-AUG-2010 To: 31-DEC-2099

A blank line will appear in the form.

Oracle Developer Forms Runtime - Web: Open > SOAHOLD

File Edit Options Block Item Record Query Tools Help

Hold Information SOAHOLD 8.2 (KBANDE)

ID: 890102515 Smokey Volunteer

Hold Details

Hold Type: MU Music Uniform Out 8659743496 Reason: test Origination Code: BN Band Department

Amount: From: 06-AUG-2010 To: 31-DEC-2099

Hold Type: Reason: Origination Code:

Amount: From: 06-AUG-2010 To: 31-DEC-2099

Hold Type: A4 Needs High Sch Tscp 8659742184 Reason: Origination Code: CHEARD

Amount: From: 06-AUG-2010 To: 31-DEC-2099

We will use a Bursar's office code for examples. I have entered "CS" which is the hold code assigned to Student Fees. Enter the hold and press Enter.

Hold Details

Hold Type: MU Music Uniform Out 8659743496 Reason: test Origination Code: BN Band Dep.

Amount: From: 06-AUG-2010 To: 31-DEC-2099

Hold Type: CS CSA Fees 8659744495 Reason: Origination Code:

Amount: From: 06-AUG-2010 To: 31-DEC-2099

Hold Type: A4 Needs High Sch Tscp 8659742184 Reason: Origination Code: CHEARD

Amount: From: 06-AUG-2010 To: 31-DEC-2099

If you wish to enter a reason, you can. This is a free-form field and can be used to tie to the record in your department. If you wish to enter an amount, you may. This is an informational ONLY field and is not used for collection purposes. The FROM: date will default in "current date" for a new hold. The TO: date will default to Banner End-of-Time, 31-Dec-2099.

Oracle Developer Forms Runtime - Web: Open > SOAHOLD

File Edit Options Block Item Record Query Tools Help

Hold Information SOAHOLD 8.2 (KBANDE)

ID: 890102515 Smokey Volunteer

Hold Details

Hold Type: MU Music Uniform Out 8659743496	Reason: test	SFORMAN
Amount:	From: 06-AUG-2010	To: 31-DEC-2099
	Origination Code: BN Band Department	
Hold Type: BS Bookstore 8659741011	Reason:	CHEARD
Amount:	From: 06-AUG-2010	To: 31-DEC-2099
	Origination Code: MA Men's Athletics	
Hold Type: CS CSA Fees 8659744495	Reason:	
Amount:	From: 19-AUG-2010	To: 31-DEC-2099
	Origination Code:	
Hold Type: AR Accounts Receivable 8659744495	Reason:	CHEARD
Amount:	From: 06-AUG-2010	To: 06-AUG-2010
	Origination Code: WA Women's Athletics	
Hold Type: CN Casnr Acad Rev Adv 8659747303	Reason: test	SFORMAN
Amount:	From: 06-AUG-2010	To: 06-AUG-2010
	Origination Code: AG Agriculture	
Hold Type: CS CSA Fees 8659744495	Reason: test	SFORMAN
Amount:	From: 06-AUG-2010	To: 06-AUG-2010
	Origination Code: BR Bursars Office	

Hold Originator; press LIST for valid codes.

Record: 3/? ... List of Valu... <OSC>

The only thing you have to enter other than Hold Type code is the Origination Code. This code is the code assigned to your Business Profile. Since I am entering a hold code as an employee of the Bursar's Office, I will click on the drop-down arrow and choose Bursar's Office.

If you know the code, you can just enter the code in the box.

Oracle Developer Forms Runtime - Web: Open > SOAHOLD

File Edit Options Block Item Record Query Tools Help

Hold Information SOAHOLD 8.2 (KBANDE)

ID: 890102515 Smokey Volunteer

Hold Details

Hold Type: MU Music Uniform Out 8659743496 **Reason:** test **From:** 06-AUG-2010 **To:** 31-DEC-2099 **Origination Code:** BN Band Department

Amount: **From:** 06-AUG-2010 **To:** 31-DEC-2099 **Origination Code:** MA Men's Athletics

Hold Type: BS Bookstore 8659741011 **Reason:** **From:** 06-AUG-2010 **To:** 31-DEC-2099 **Origination Code:** MA Men's Athletics

Amount: **From:** 06-AUG-2010 **To:** 31-DEC-2099 **Origination Code:** MA Men's Athletics

Hold Type: CS CSA Fees 8659744495 **Reason:** **From:** 06-AUG-2010 **To:** 31-DEC-2099 **Origination Code:** BN Band Department

Amount: **From:** 06-AUG-2010 **To:** 31-DEC-2099 **Origination Code:** BN Band Department

Originator Validation (STVORIG)

Find %

Code	Description	Activity Date
ATH	Athletic Department	06-AUG-2010
BA	Business Adm	27-MAY-2010
BANR	Banner Interface	28-JUL-2010
BN	Band Department	27-MAY-2010
BR	Bursars Office	27-MAY-2010
BS	Bookstore	27-MAY-2010
CD	Child Development Lab	27-MAY-2010
CH	Chemistry Department	27-MAY-2010



Choices in list: 55

Record: 3/7 | ... | List of Valu... | <OSC>


Once the code is selected from the table by double-clicking or entered in the box, your screen will look like this:

ID: 890102515 ▼ Smokey Volunteer

Hold Details

Hold Type: CS ▼ CSA Fees	8659744495	Reason:	□ Release Indicator
Amount:	From: 06-AUG-2010 	To: 31-DEC-2099 	Origination Code: BR ▼ Bursars Office

Hold Type: □ ▼ **Reason:** □ Release Indicator

Important: In order for the hold to be saved you must save the entry by clicking the save icon  . This will save the hold to the student's account.

Oracle Developer Forms Runtime - Web: Open > SOAHOLD

File Edit Options Block Item Record Query Tools Help

Save d Information SOAHOLD 8.2 (KBANPP)

ID: 890102515 Smokey Volunteer

Hold Details

Hold Type: ☒ CSA Fees 8659744495 Reason: Release Indicator: ☐
 Amount: From: 06-AUG-2010 To: 31-DEC-2099 Origination Code: BR Bursars Office

Hold Type: ☐ Reason: Release Indicator: ☐

You may also save a record by pressing "F10". The way you know the student has a hold when viewing SOAHOLD is look at the "TO" date of the hold. If the date is the current date or earlier, the hold is no longer in effect.

Hold Type: ☒ Needs High Sch 1 scp 8659742184 Reason: CHEARD
 Amount: From: 06-AUG-2010 To: 31-DEC-2099 Origination Code: AG Agriculture

Hold Type: ☒ Bookstore 8659741011 Reason: CHEARD
 Amount: From: 06-AUG-2010 To: 31-DEC-2099 Origination Code: MA Men's Athletics

Hold Type: ☒ Lady Vol-Volleyball 8659743871 Reason: CHEARD
 Amount: From: 06-AUG-2010 To: 06-AUG-2010 Origination Code: WA Women's Athletics

In looking at the 2 holds above, the "BS" hold is still in effect because the "TO" date is 31-Dec-2099. The "L4" hold is cleared because the "TO" date is 8/6/10.

Oracle Developer Forms Runtime - Web: Open > SOAHOLD

File Edit Options Block Item Record Query Tools Help

Hold Information SOAHOLD 8.2 (KBANDE)

ID: 890102515 Smokey Volunteer

Hold Details

Hold Type: ☒ Music Uniform Out 8659743496 Reason: test SFORMAN
 Amount: From: 06-AUG-2010 To: 31-DEC-2099 Origination Code: BN Band Department

Hold Type: ☒ Bookstore 8659741011 Reason: CHEARD
 Amount: From: 06-AUG-2010 To: 31-DEC-2099 Origination Code: MA Men's Athletics

Hold Type: ☒ CSA Fees 8659744495 Reason: CHEARD
 Amount: From: 19-AUG-2010 To: 31-DEC-2099 Origination Code: BR Bursars Office

Hold Type: ☒ Accounts Receivable 8659744495 Reason: CHEARD
 Amount: From: 06-AUG-2010 To: 06-AUG-2010 Origination Code: WA Women's Athletics

Hold Type: ☒ Casnr Acad Rev Advl 8659747303 Reason: test SFORMAN
 Amount: From: 06-AUG-2010 To: 06-AUG-2010 Origination Code: AG Agriculture

Hold Type: ☒ CSA Fees 8659744495 Reason: test SFORMAN
 Amount: From: 06-AUG-2010 To: 06-AUG-2010 Origination Code: BR Bursars Office

FRM-40400: Transaction complete: 1 records applied and saved.
 Record: 3/? ... List of Valu... <OSC>

Holds are not removed from a student's record. The holds are end dated.

Clearing a Hold from a Student's Record:

To clear a hold or "end-date" a hold in Banner, you will go into the student's record as previously discussed. You will go to the hold code that you have been assigned and change the "TO" date to the current date.

Click on the calendar to the right of the TO date block:

Oracle Developer Forms Runtime - Web: Open > SOAHOLD - GUACALN

File Edit Options Block Item Record Query Tools Help

Hold Information SOAHOLD 8.2 (KBANDE)

ID: 890102515 Smokey Volunteer

Hold Details

Hold Type: CS CSA Fees 8659744495 Reason: Amount: From: 06-AUG-2010 To: 31-DEC-2099 Origination Code:

Hold Type: A4 Needs High Sch Tscop 865974211 Amount: From: 06-AUG-2010

Hold Type: BS Bookstore 8659741011 Amount: From: 06-AUG-2010

Hold Type: L4 Lady Vol-Volleyball 8659743871 Amount: From: 06-AUG-2010

Hold Type: LN Lady Vols - Tennis 8659743871 Amount: From: 06-AUG-2010

Hold Type: M1 Mens Ath-Football 8659741219 Amount: From: 06-AUG-2010

Calendar GUACALN 8.1 (KBANDE)

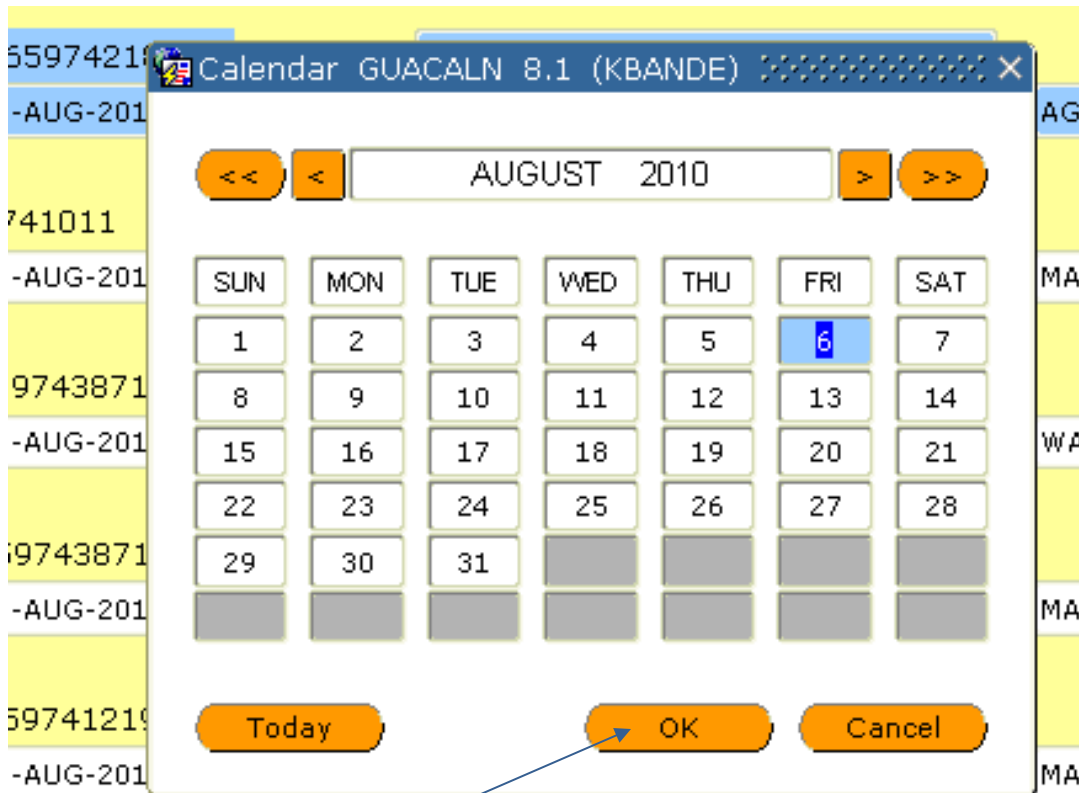
DECEMBER 2099

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Today OK Cancel

Next click on the "Today" button on the Calendar.

The calendar will change to the current date:



Click the "OK" button. The current date will populate the TO date block instead of the Banner End-of-Time date.

Hold Details

Hold Type:	CS	CSA Fees	8659744495	Reason:		SFORMAN
Amount:		From:	06-AUG-2010	To:	06-AUG-2010	Origination Code: BR Bursars Office

Now you need to save the record as previously instructed. The next person who views this record will see the "CS" code has move down in the list as shown in the next print screen.

Oracle Developer Forms Runtime - Web: Open > SOAHOLD

File Edit Options Block Item Record Query Tools Help

Hold Information SOAHOLD 8.2 Next Block

ID: 890102515 Smokey Volunteer

Hold Details

Hold Type: MU	Music Uniform Out	8659743496	Reason: test
Amount:	From: 06-AUG-2010	To: 31-DEC-2099	Origination Code: BN Band Depart
Hold Type: BS	Bookstore	8659741011	Reason:
Amount:	From: 06-AUG-2010	To: 31-DEC-2099	Origination Code: MA Men's Athlet
Hold Type: AR	Accounts Receivable		Reason:
Amount:	From: 06-AUG-2010	To: 06-AUG-2010	Origination Code: WA Women's At
Hold Type: CN	Casnr Acad Rev Adv	8659747303	Reason: test
Amount:	From: 06-AUG-2010	To: 06-AUG-2010	Origination Code: AG Agriculture
Hold Type: CS	CSA Fees	8659744495	Reason: test
Amount:	From: 06-AUG-2010	To: 06-AUG-2010	Origination Code: BR Bursars Offi

Exiting a form

Oracle Developer Forms Runtime - Web: SZAANIG

File Edit Options Block Item Record Query Tools Help

Alternate Student Registration Form - SZAANIG 6.3.0.3 [MC:1.1] (X-SANOE)

Term: 201120 ID: 000010248 Registration: Rachel Date: 20-JUL-2010

Exit button

Registration

Enrollment Information

Status: EL Eligible to Register Process Block: Status Date: 16-JUL-2010

Hours: Minimum: .000 Maximum: \$9,000 Source: MHRS Acceptance: Confirmed, None, Accepted

Course Information

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Part of Term	Method of Instruction	Campus
20001	ACCT	200	001	G	3.000	3.000	3.000	3.000	RW	UG	1	01	K
23809	ANTH	110	001	G	3.000	3.000	3.000	3.000	RW	UG	1	01	K

Error Flag: No error Status Type: Registered

Fees: Y - Immediate assessm... Date: 18-JUL-2010 Credit Hours: 6.000 Bill Hours: 6.000 CEU Hours: .000

CRN: Press LIST for sections, HELP for specific section info, DUPITEM for CAPP area pre-reg errors.
Record: 1/2 <OSC>

To review a student's account, you may go to TSAAREV if you have the proper access. You can see if a student has active holds by looking in the hold box as highlighted below:

Oracle Developer Forms Runtime - Web: Open > TSAAREV

File Edit Options Block Item Record Query Tools Help

Account Detail Review Form - Student: TSAAREV 8.1.1 (KBANDE)

ID: TEST3 three test

User: SFORMAN

Credit Limit:

Holds:

Account Details

Detail Code	Description	Term	Charge	Payment	Balance	Source Code	Effective Date

You may also, if you have the proper access, go to SZAAREG. Holds are indicated in the highlighted box:

Oracle Developer Forms Runtime - Web: Open > SZAAREG

File Edit Options Block Item Record Query Tools Help

Alternate Student Registration Form SZAAREG 8.3.0.3 [MC:1.1] (KBANDE)

Term: ID: TEST3 test, three

Date: 30-AUG-2010

Holds:

Registration

Enrollment Information

Status: Reason: Process Block: Status Date: Minimum: Maximum: Hours: Source: Acceptance: Confirmed None Accepted

Course Information

CRN	Subject	Course	Section	Mode	Grade	Credit Hours	Bill Hours	Attempted Hours	Time Status	Status	Level	Part of	Method of	Instruction	Campus

One Stop Express Student Services



One Stop Express Student Services

Is opening Summer 2013 on the ground floor of Hodges Library. This office will handle the most common enrollment, registration, financial aid and payment services at one location.

List of Services and Activities

Following is a sampling of the services and activities that will be available at One Stop Express Student Services:

- Assistance with viewing and paying your bill online
- Check your account balance
- Get information on billing activity
- Accept checks and money orders through our drop box
- Enroll in a deferred payment plan
- View your academic history
- Order official transcripts and diplomas
- Get graduation and commencement information
- Verify your enrollment or degrees
- Assistance with your class registration and schedule
- Determine your financial aid eligibility including loans, grants, and scholarships
- Check status of financial aid awards
- Drop off your required documentation
- Apply and receive Emergency Loans

Bursar's Office Services



Bursar's Office Services

The Bursar's Office will be closing to normal student traffic on June 3 with the opening of the One Stop Express Student Services office on the ground floor of Hodges Library. The Bursar's Office will process student transactions as outlined below.

1. Student Volxpress statements
2. Process all payments
3. Process Exemptions (Payroll based and external)
4. Bill Contracts (3rd Parties)
5. Receipt Scholarship checks
6. Internal Collections
7. Assign to Collection Agencies
8. Financial portion of withdrawals
9. Respond to Footprint tickets
10. Fee Assessment
11. Appeals for late fees
12. TouchNet security
13. Process loan EFT files
14. Returned Checks
15. Maintain OS Fee Information on Web Site
16. Schedule Cancellations
17. Central Cashier functions
18. Upgrade, testing of Banner, TouchNet, Evisions, etc.
19. Set up Deferred Payment Plans
20. Schedule fee payment deadlines
21. Assist Departments with fee related issues
22. 1098-T processing
23. Refunds – Financial Aid, dropped classes, withdrawals, credit balances
24. Process Athletic Aid checks
25. Direct Deposit

Bursar's

Office

Staff

Info



Bursar's Office Staff

Jackie Benshoof, Supervisor.....	974-1393
Collection Agencies, Write-offs, Bankruptcies	
Renee Bumgarner, Financial Specialist I.....	974-2222
Athletic Payments, Grad Exemptions, Reconciliations	
Amy Byrd, Accounting Asst III.....	974-1377
Withdrawals	
Taina Cabage, Accounting Asst. II.....	974-3165
Scholarships, Receipt Payments	
Randalene Collins, Admin. Spec. II.....	974-4403
Returned Checks, Appeals, Mail	
Melissa Crisp, Accounting Spec. II.....	974-0593
Third Party Contracts, Direct Deposit	
Cindy Duncan, Compliance Officer.....	974-1383
Fee Assessment, Course Fees	
Susan Forman, Bursar.....	974-1384
Fee Assessment, TouchNet, Banner	
Dee Fortenberry, Asst. Bursar.....	974-1380
Appeals, Banner, Footprints	
Kim Galyon, Admin. Spec. III.....	974-1382
Central Cashier, Dept. Deposits, Wire Payments	
Amy Kennedy, Accounting Spec. I.....	974-1392
Refunds, Third Party Billings	
Joycann Lane, Accounting Spec. II.....	974-1381
Central Cashier, State ACH Payments, On-line Receipting	
Susie Melas, Accounting Asst. III.....	946-3100
Phone, Emails, General Questions	
Christie Myers, Accounting Asst III.....	974-8423
Withdrawals, Parent PLUS Loans/Executive MBA	
Kristy Pettiford, Sr. Accounting Asst. II.....	974-1406
Scholarships, Receipt Payments	
Sharon Price, Accounting Spec I.....	974-0383
VA, Teacher & State Employee Discount, Voc. Rehab	
Dayna Tampas, Accounting Spec. II.....	974-2896
Internal Collections, Emails, Returned Mail	
Thelma Vandergriff, Accounting Spec III.....	974-1394
TouchNet, Returned Checks, File Loads, Staff Exemptions	

Email: StudentAccounts@utk.edu
Phone: (865) 946-3100
Fax: (865) 974-1945

Screen

Shots

And

Forms



Screen Shots and Forms for Review

Automatic Messages from TouchNet:

TouchNet U.Commerce Central - Mozilla Firefox

File Edit View History Bookmarks Tools Help

TouchNet U.Commerce Central +

TouchNet Information System... (US) | https://secure.touchnet.com/ucommercecentral/outsidecontainer.shtml#

U.Commerce® | **[CENTRAL]**
Everywhere Money Moves.™

Home Dashboard Applications User Management Client Community Help

You have a new 1098-T Statement	eBill	Edit	View Sample
New statement for your student	eBill	Edit	View Sample
Amount due exceeds your specified limit	eBill	Edit	View Sample
New billing statement issued	eBill	Edit	View Sample
Authorized user has set up automatic bill payment	eBill	Edit	View Sample
Your bill payment has been scheduled	eBill	Edit	View Sample
Authorized user payment for multiple students	eBill	Edit	View Sample
Authorized User Payment Plan Switch	PPM	Edit	View Sample
Your payment plan has been switched	PPM	Edit	View Sample
Your installment payment is late	PPM	Edit	View Sample
Installment Payment Due	PPM	Edit	View Sample
Authorized User Payment Plan Enrollment	PPM	Edit	View Sample
Payment Plan Enrollment Confirmation	PPM	Edit	View Sample
Your payment plan amounts have changed due to drop/add activity	PPM	Edit	View Sample
Your refund has been processed	eRefund	Edit	View Sample
Your refund account has been changed	eRefund	Edit	View Sample
You have been issued a refund credit	eRefund	Edit	View Sample
You have a pending refund	eRefund	Edit	View Sample

TouchNet U.Commerce Central - Mozilla Firefox
 File Edit View History Bookmarks Tools Help
 TouchNet U.Commerce Central
 TouchNet Information System... (US) | https://secure.touchnet.com/ucommercecentral/outsidecontainer.xhtml#

U.Commerce® [CENTRAL]
Everywhere Money Moves.™

Home Dashboard Applications User Management Client Community Help

▼ Communications
 Announcement
 ▼ Automatic Message Content
 Email Content
 Text Message Content
 ▶ Targeted Messaging
 Message Carrier Management
 Automatic Message Report
 ▶ Reports
 ▶ Deposits
 ▶ eBill
 ▶ Refunds
 ▶ Payment Plans
 Help

Customer Service
 Student ID:

Change the text of e-mails that your users receive.

Scheduled Payment Reminder	General	Edit	View Sample
Your payment method has been deleted	General	Edit	View Sample
Checking Account Validation Failed	General	Edit	View Sample
Your password request	General	Edit	View Sample
Authorized user has scheduled a payment	General	Edit	View Sample
Invalid Authorized User E-mail	General	Edit	View Sample
You have been given access	General	Edit	View Sample
Failed payment notification	General	Edit	View Sample
Scheduled Payment Completed	General	Edit	View Sample
Authorized user has changed e-mail address	General	Edit	View Sample
Credit card will expire	General	Edit	View Sample
Authorized user e-mail change confirmation	General	Edit	View Sample
Thank you for your payment	General	Edit	View Sample
Authorized user has made a payment	General	Edit	View Sample
Your access information	General	Edit	View Sample
Automatic Bill Payment Created	eBill	Edit	View Sample
You have a new 1098-T Statement	eBill	Edit	View Sample
New statement for your student	eBill	Edit	View Sample
Amount due exceeds your specified limit	eBill	Edit	View Sample
New billing statement issued	eBill	Edit	View Sample

Example of text included in message:

- Bill+Payment Home**
- ▶ Administration
 - ▶ Communications
 - Announcement
 - ▼ Automatic Message Content
 - Email Content
 - Text Message Content
 - ▶ Targeted Messaging
 - Message Carrier Management
 - Automatic Message Report
 - ▶ Reports
 - ▶ Deposits
 - ▶ eBill
 - ▶ Refunds
 - ▶ Payment Plans
 - Help

Customer Service

Student ID: [View](#)

Edit E-mail Content

Subject Line

Authorized user has scheduled a payment

E-mail Text

This is an automated message to inform you that your authorized user has scheduled a payment to be made for your account. Payment details are listed below.

Please note that all payments are subject to approval and final verification.

Specific details that appear in the e-mail (sample values shown)

- ☒ ===== SCHEDULED PAYMENT DETAILS =====
- ☒ Authorized User --- [Authorized User]
- ☒ Student Name --- [Joe Student]
- ☒ Account Number --- [xxxxx6789]
- ☒ Amount --- [Amount]
- ☐ Convenience Fee --- [Amount]
- ☒ Payment Date --- [Date]
- ☒ =====

E-mail Ending

Sincerely, UTK Bursar's Office
<http://web.utk.edu/~bursar/>

Automatic Text Messages:

Automatic Message Content

Change the text of text messages that your users receive. Automatic text messages can be enabled or disabled in the [General Configuration](#) page.

Scheduled Payment Reminder	General	Edit	View Sample
New VolXpress Statement	eBill	Edit	View Sample
New Statement For Your Student	eBill	Edit	View Sample
Automatic Bill Payment Reminder	eBill	Edit	View Sample
Installment Payment Due	PPM	Edit	View Sample

Example of test message content:

Edit Text Messaging Content

Each text message can use up to 160 characters, including subject, message, and details.

Subject Line

Automatic Bill Payment Reminder

Text Message

A payment has been automatically set up to pay your new bill.

Specific details that appear in the text message (sample values shown)

☒ Name:[Joe Student]

☒ Amt:[Amount]

☒ Date:[Date]

Maximum characters left

[Cancel](#)

[Save](#)

[View Sample](#)

Student View of MyUTK:

UTK Student Schedule

Spring Sem 2013 ▾

COURSE	TYPE	DAYS	TIME	PLACE
ANTH:110	Lecture	MW	09:05AM - 09:55AM	McClung Museum -63
ANTH:110	Discussion	F	09:05AM - 09:55AM	South Stadium Hall-219
CCI:150	Class	TR	09:40AM - 10:55AM	Communications and Univ Extens-321
KNS:231	Class	TR	11:10AM - 12:25PM	Health Physical Ed Recreation-239
MUEN:305	Class	MWF	02:30PM - 03:20PM	Melrose Hall-D100
MUEN:306	Class	TR	02:10PM - 03:25PM	Health Physical Ed Recreation-202C
MUEN:350	Class	MWF	04:40PM - 05:30PM	Health Physical Ed Recreation-202C
MUEN:354	Class	TBA	TBA	TBA
MUPF:136	Class	TBA	TBA	TBA
PYED:252 (First Half Term)	Class	TR	08:10AM - 09:25AM	Health Physical Ed Recreation-106
PYED:226 (Second Half Term)	Class	MWF	11:15AM - 12:05PM	Health Physical Ed Recreation-202B

[Display printable schedule \(PDF format\)](#)

UTK Student Account Statement

TOTAL DUE	\$0.00
------------------	---------------

For Your Review

Category	Items	Status
Announcements	12	
Holds	1	

UT Links

- [Returning / Transfer Undergraduate Student Scholarship Application](#)
- [UTK Bursar](#)
- [UTK Financial Aid](#)
- [UTK RecSports](#)
- [UTK Timetable](#)
- [Volmail](#)

IT Traffic Center

Current Status:

No outstanding issues with IT services are known at this time. For updates, click the image above to visit the [IT Traffic Center](#).

UTK Student Week-At-A-Glance

Today is: Mar 12, 2013

Search (MM/DD/YYYY):

[Display printable account statement \(PDF format\)](#)

Spring Sem 2013

[View/Pay Fees](#)

[To make International Payments Click Here](#)

[VolCard Transfer](#)

UTK Financial Aid Links

Financial Aid Main Menu

View Award History

2012 - 2013 Aid Year

[View Application Requirements](#)

[View Aid Status](#)

[View Requirement Messages](#)

[Accept Award Offer](#)

UTK Vol Card Balances

ACCOUNT	BALANCE
OC Dining Dollars	\$206.04
VolCard Account	\$2.43

To deposit, select an account above.

UTK Student Registration Links

[Self-ServiceBanner](#)

[View/Pay Fees](#)

[Returning/Transfer Undergraduate Student Scholarship Application](#)

Spring Sem 2013

[Search For Classes](#)

[View Term Deadlines](#)

[Add/Drop Classes](#)

[You have 3 UG drops left](#)

[View Registration Status](#)

[Change Class Options](#)

[View Schedule for Mar 12, 2013](#)

Other Roles

By default MyUTK displays information based on your primary role. If you would like to see MyUTK in other roles you may click on one of the following.

• [Faculty](#)

• [Staff](#)

• [Student](#)

Stop Payment Form:

STOP PAYMENT/CHECK CANCELLATION REQUEST FORM

Check # 90198405
Check Date 3-5-13
Amount \$ 430.30
Issued to: (Full Name) Third Party Test
Student ID # T10000001
Requested by: (Full Name) Melissa Crisp
Date Requested 3-5-13

Comment

Yes ☐ In Dev.

No ☐

Authorization: Wes Fortenberry
Bursar, Assistant Bursar, Fee Manager

Reasons for Request _____

Payee Claims Never Received ☐ Payee Claims Lost ☐ Payee Claims Stolen ☐

Other:
This was also testing when Staci was here. Cancel
check and let Renee know when its finished.

For Treasurer's Office Only: okcf

Invoice Document # _____

Reverse Check Document # _____


Reverse Invoice Document # _____

Cancelled By: (Full Name) _____

E-Bill VolXpress Statement from TouchNet:

Printable Bill

https://secure.touchnet.com/C21610_tsaadmin/tadm?app-stoken=qjps3vgLwgm&Navigate...

 <p> University of Tennessee Knoxville 211 Student Services Bldg Knoxville, TN 37996-0225 http://www.utk.edu * bursar@utk.edu Phone: (865) 974-4495 </p>		<table border="1"> <tr> <th>STATEMENT DATE</th> <th>DUE DATE</th> <th>AMOUNT DUE</th> </tr> <tr> <td>08/09/2012</td> <td>08/20/2012</td> <td>\$2,050.00</td> </tr> </table>	STATEMENT DATE	DUE DATE	AMOUNT DUE	08/09/2012	08/20/2012	\$2,050.00
STATEMENT DATE	DUE DATE	AMOUNT DUE						
08/09/2012	08/20/2012	\$2,050.00						
		From: _____ Student ID: C						
Account Statement								
TERM	DATE	DESCRIPTION	CHARGES	CREDITS				
		* PREVIOUS BILLED BALANCE *	\$ 8,076.00					
		- CURRENT CHARGES -						
201220	01/12/2012	Any Ten Meal Plan On-Camp	\$ -1,455.98					
	01/12/2012	Varsity Inn On-Campus	\$ 1,174.64					
	03/08/2012	ACH Refund	\$ 281.34					
	04/27/2012	Transcript Request	\$ 10.00					
201240	08/01/2012	Sigma Phi Epsilon Double Room	\$ 250.00					
	08/03/2012	Sigma Phi Epsilon Double Room	\$ 1,800.00					
	08/08/2012	Bus Admin Course Fee	\$ 420.00					
	08/08/2012	Geology 103 Crs Fee	\$ 15.00					
	08/08/2012	Technology Fee	\$ 100.00					
	08/08/2012	Facility Fee	\$ 160.00					
	08/08/2012	Library Fee	\$ 10.00					
	08/08/2012	Transportation Fee	\$ 26.00					
	08/08/2012	Undergraduate Study Abroad Fee	\$ 5.00					
	08/08/2012	Prog & Serv Fee-Health	\$ 89.00					
	08/08/2012	Prog & Svc Fee-Primary	\$ 255.00					
	08/08/2012	US Undergraduate Maintenance	\$ 3,901.00					
		- CURRENT PAYMENTS -						
201220	01/04/2012	Check		\$ 6,076.00				
	01/13/2012	TSAC-TN Ed Lottery Scholarship		\$ 2,000.00				
	04/27/2012	Cash		\$ 10.00				
201240	07/27/2012	Check		\$ 4,981.00				
		* CURRENT BILLED BALANCE *	\$ 2,050.00					

1 of 2

3/20/2013 8:26 AM

Executive MBA Programs
 EMBA – Executive
 SEMBA – Senior Executive
 PEMBA – Physicians
 AMBA - Aerospace
 Global Supply Chain

Consortium Agreement:

Unusup

02/28/2013 17:15 8659742175

PAGE 02

THE UNIVERSITY OF TENNESSEE
OFFICE OF FINANCIAL AID & SCHOLARSHIPS
115 STUDENT SERVICES BLDG.
KNOXVILLE, TN 37996-0230
(865) 974-3131
(865) 974-2175 FAX

Comments on
TGACOMC- Comment
Central



Consortium Agreement Contract

PLEASE COMPLETE SECTION 1 OF THIS FORM AND RETURN TO UT'S OFFICE OF FINANCIAL AID & SCHOLARSHIPS.

~~SECTION 1 TO BE COMPLETED BY THE STUDENT~~

Last Name 176 First Name Humboldt M.I. TN Social Security Number 3834?
Address _____ City _____ State _____ Zip _____

Local Telephone Number _____

UT E-mail address _____

By signing and initialing this consortium agreement, I (the student) agree to:

- ☒ Notify the Office of Financial Aid and Scholarships at UT if there is a change in my enrollment status at either institution;
- ☒ Authorize the Host institution to release any required information to finalize my financial aid at UT (FERPA);
- ☒ Take responsibility for payment arrangements at the Host school;
- ☒ Have all of my financial aid processed only at UT;
- ☒ Submit an official transcript to my academic advisor confirming completion of courses for the term attended; and
- ☒ Allow the Host institution to speak with representatives of UT concerning my balance or status.

☒ Apply for re-admission to the University and pay applicable fees if I am not enrolled in at least 1 credit hour at UTK during the term indicated below.

☒ Excess aid from UT will not be disbursed earlier than Jan 21st. There are no exceptions to this policy and I understand that I must make arrangements at the school listed below to cover my tuition and related fees for the classes if the payment date is prior to UT's excess aid disbursement.

I will be a transient student at Pellissippi during the Spring semester.

Student Signature _____

Date 2/28/13

~~SECTION 2 TO BE COMPLETED BY THE HOST INSTITUTION AND RETURNED TO UT'S OFFICE OF FINANCIAL AID & SCHOLARSHIPS~~

The student listed above is seeking a degree or certificate from the University of Tennessee and plans to enroll at the Host institution listed below. This Consortium Agreement contract will allow UT to disburse financial aid based on the student's combined enrollment at both institutions. UT is responsible for determining eligibility of awards, disbursing aid, monitoring academic progress, keeping records, returning funds and reporting federal requirements. Once UT fees are paid, UT will refund any excess financial aid to the student. The student is responsible for payment of all charges at the Host institution.

Name of Host Institution: PSCC
Enrollment Period: Fall _____ Spring X Summer _____
Dates of Enrollment: From 1-17-13 to 5-9-13
Number of Credits Enrolled: 3

Tuition and Fees:	\$ <u>489</u>
Transportation:	\$ <u>1600</u>
Books and Supplies:	\$ <u>1500</u>
Miscellaneous:	\$ <u>1800</u>
Total Cost of Attendance:	\$ <u>4539</u>

UNDER THIS CONTRACT, THE HOST INSTITUTION WILL:

- Notify UT if the student withdraws or drops below the required enrollment.
- NOT process any federal or state aid during the above period of enrollment.

Host Institution FA Administrator Name Arlene Davis Date 3-4-13
Host Institution FA Administrator Signature _____

Pellissippi State Community College
Arlene Davis
P O Box 22930 Hardin Valley Road
Knoxville, TN 37933
adavis@pscc.edu

For UT office use only
UT FAA Name Laura Harklemoad E-mail LHARKLEA@UTK.edu Telephone # 865974-3131
rev. 08/23/2012 UH

Contract Authorizations:

Melissa

Kingdom of Saudi Arabia
Ministry of Higher Education
Cultural Mission To The U.S.A.



المملكة العربية السعودية
وزارة التعليم العالي
الملفية الثقافية بالولايات المتحدة الأمريكية

FINANCIAL GUARANTEE

UNIVERSITY OF TENNESSEE-
KNOXVILLE
OFFICE OF THE BURSAR, 211
STUDENT SERVICES
KNOXVILLE, TENNESSEE
37996

Date : 24-Aug-2012
Reference # : 2012/24/08102832202
Effective Date : 22-Aug-2012

Void Date : 31-Dec-2013
Major : Biology, Medical
Technology
Degree : Bachelor
Student ID :

Re

This is to confirm that the above named student is the recipient of a scholarship from the government of Saudi Arabia. The scholarship has been granted in accordance with the following terms and conditions:

The scholarship shall cover students enrolled in academic, English as a second language, or professional training programs as specified above.

The scholarship shall provide full tuition and other required fees which are strictly related to the academic course of study. Tutoring or private classes fees for students enrolled in English as a second language or any other programs are not provided. The scholarship shall also provide the student and his family with a monthly stipend for living expenses, clothing and books, as well as travel expenses and comprehensive medical and partial dental insurance coverage.

A student enrolled in an academic program is expected to accumulate credits toward the specified major at the normal course load for a full-time international student; namely, a minimum of 12 semester or 15 quarter hours for undergraduate students and 9 semester or 12 quarter hours for graduate students. A student in a program for English as a second language or professional training must be enrolled on a full-time basis.

At the time of enrollment, the register must send a copy of the student's registration to the Saudi Arabian cultural mission. The student transcript, or official evaluation letter for thesis and dissertation candidates, must be sent directly to the mission at the conclusion of each academic term. Similarly, progress reports are required on a session-by-session basis for students enrolled in English as a second language or professional training programs. The mission will pay the required transcript fees. This information may be released under the family educational rights and privacy Act of 1974, section 99.31 (a) (4). Which stipulates that "An educational agency or institution may disclose personally identifiable information from an educational record of a student without the consent required by section 99.31 if the disclosure is in connection with financial aid for which the student has applied or which the student has received."

This financial guarantee is binding from the effective date until the void date, as specified above, or upon graduation, whichever comes first, unless notification of cancellation has been provided by the mission. Any change in the assigned major or degree or the student's failure to enroll in consecutive academic terms in courses related to the assigned major, as specified in the degree plan, shall render this financial guarantee null and void. For academic purposes only. Please correspond with the advisor: ahmed a a said at 5713272449

For tuition payment and refunds, please provide our tuition Dept. at: Saudi Arabian Cultural Mission, Financial Affairs Department, 8500 Hilltop Road, Fairfax, Virginia 22031, with an original itemized bill indicating the student's Mission ID number. All refunded checks are to be payable only to the Saudi Arabian cultural Mission.
Please direct inquiries to tuition Dept. at Email address : tuition@sacm.org .

Sincerely,

ASSISTANT CULTURAL ATTACHE
FOR ACADEMIC AFFAIRS

DR. MOHAMMED A. ALOMAR

8500 Hilltop Road • Fairfax, Virginia 22031 • (703) 573-7226 • (703) 573-2244 • Fax: (703) 573-2595
Web Site: www.sacm.org • E-Mail: sacmusa@sacm.org



pact

Young Boozer, Treasurer
State of Alabama
Post Office Box 12865
Birmingham, AL 35202-2865

Melissa

December 27, 2012

University of Tennessee - Knoxville
ATTN: Ms. Melissa Crisp
Bursar's Office
211 Student Services Bldg
Knoxville, TN 37996-0000

RE: Authorized Billing for the Alabama Prepaid Affordable College Tuition Program

Student:

SSN:

Dear Ms. Melissa Crisp:

The Prepaid Affordable College Tuition (PACT) Program is a state program through which contracts were purchased to pay undergraduate tuition and qualified fees at public institutions in Alabama. PACT may also be used at out-of-state and private schools.

This letter authorizes you to bill PACT for the student listed above for the 2012 calendar year.

Please bill actual charges for tuition and qualified fees. If the amount charged for tuition and qualified fees is less than the amount listed below, PACT will only pay the actual charges.

Please submit an invoice that includes the following: the student's name, Social Security Number, term enrolled (fall/summer/winter/spring), number of credit hours, total amount of tuition, and total amount of qualified fees.

The bill should be submitted on a semester/quarter basis after the drop/add deadline, but before partial payment refunds begin. A sample invoice form is enclosed for your convenience. Once PACT has paid an authorized invoice, any matters related to the student's billing account should be handled according to your policy. PACT has no further involvement in the application of benefits.

The PACT Contract terminates when the beneficiary graduates, uses all of the tuition hours, or ten years from the original beneficiary's Projected Enrollment Year; whichever comes first.

4250.33

T298

19 hrs
4709.34
149.33
1213
MTC

www.800alapact.com PHONE: 1-800-252-7228 FAX: 1-800-830-7390



THIRD PARTY BILLING NOTICE

December 21, 2012

University Of Tennessee Knoxville
Office Of The Bursar
211 Student Serv. Bldg.
Knoxville, TN 37996

Student Name: C
Student SSN:
Payment Option: **Restricted**

The Florida Prepaid College Plan has been authorized to disburse benefits to your institution for the student listed above. The benefits shown below for the student are current as of the date on this letter. The Plan does not cover deposits, meal plans, equipment, or processing fees. The Florida Prepaid College Plan will not be responsible for any fees not covered.

Please submit an invoice each semester directly to the address below or FAX to: (850) 309-1766 and allow four weeks for processing. The invoice must include: a) the semester/term; b) year; c) student's name; d) student's Social Security Number; e) the number of credit hours undertaken by the student and; f) the dollar amount being billed for the student's tuition, fees, and dormitory, if applicable. If you would like to expedite invoice processing, you may elect to submit your invoices through our online invoicing system. If you have questions regarding this notice or if you need more information about invoicing using our online system, e-mail SchoolHelp@Florida529Plans.com.

RESTRICTED PAYMENT OPTION FOR TUITION AND FEES

- If the Plan is invoiced for the tuition and fees by dollar amount only, the Plan will pay a dollar amount up to the plan average rate payable for 15 credit hours at Florida's public colleges or universities under the student's plan.

OR

- If the Plan is invoiced for tuition and fees by credit hour and dollar amount, the Plan will pay the total number of credit hours invoiced at the average rate payable for a credit hour at Florida's public colleges or universities under the student's plan.

The tuition and fees and dormitory rates are subject to change every fall and spring.

Please find below detailed payment information for Carly M. Costello

If the student has more than one hour type available, the lower division hours will be used prior to the use of any upper division hours. The amount paid will not exceed the amount billed.

Tuition Lower Div Hrs Avail	Tuition Upper Div Hrs Avail	Local Fee Lower Div Hrs Avail	Local Fee Upper Div Hrs Avail	TDF Upper Div Hrs Avail	Dorm Sem Avail	Tuit & Fees Plan Value	Tuit & Fees Lower Div Avg Rate	Tuit & Fees Upper Div Avg Rate	Dorm Sem Rate
118						\$13,540.50		\$114.75	

Sincerely,

Florida Prepaid College Plan
Customer Service

9hrs x 114.75 =
1032.75
12-31-12
NMC

P.O. Box 6567 • Tallahassee, FL 32314-6567 • 1-800-552-GRAD (4723) • www.myfloridaprepaid.com

PP1



November 14, 2012

UNIVERSITY OF TENNESSEE, KNOXVILLE
AMY KENNEDY
OFFICE OF THE BURSAR
211 STUDENT SERVICES BLDG
KNOXVILLE, TN 37996-00225

Return Letter To: Vanderbilt University
HUMAN RESOURCES PROCESSING OFFICE
PMB #407718
2301 Vanderbilt Place
Nashville, TN 37240-7718

VANDERBILT TUITION BENEFIT LETTER

Children of Vanderbilt University faculty and staff are eligible for assistance from the University's tuition benefit plan for undergraduate study.

The benefit amounts outlined below will be paid by Vanderbilt, less any adjustments for other scholarships or grants which are specifically designated for tuition. If other scholarship or grant support is received in addition to the Vanderbilt tuition benefit, the combined support cannot exceed 100% of your institution's tuition.

If the student should withdraw, the tuition refund should be calculated according to your institution's withdrawal policy, and any refund applicable to the Vanderbilt tuition benefit should be issued directly to Vanderbilt University.

Spring Semester 2013

- (1) If the above student's tuition is \$2,000.00 or less for the semester, Vanderbilt will pay 100%.
- (2) If the above student's tuition is \$2,000.01 to \$2,857.00 for the semester, Vanderbilt will pay \$2,000.00.
- (3) If the above student's tuition is \$2,857.01 or more for the semester, Vanderbilt will pay 70% of your school's tuition. The benefit amount will not exceed 70% of Vanderbilt's current tuition of \$20,544.00; making the maximum payment \$14,380.80.

If you have any questions concerning the Vanderbilt tuition benefit plan or payments, please call (615) 343-7000, or 1-888-781-2766 if calling from outside the 615 area code. Our fax number is (615) 343-0219.

Please complete the information below and return this letter (along with your invoice if applicable) to the address shown above. Benefit payments cannot be made to your institution without receipt of this completed letter.

Actual tuition charge on student's billing
(DO NOT INCLUDE MANDATORY FEES AND OVERLOADS)

\$ 3901 -

Scholarships or grants (other than Vanderbilt's benefit) applied directly to tuition \$ 0

Rate per credit hour \$ 326 -

Number of credit hours that constitute full time enrollment 12 hrs to 18 hrs

Number of credit hours this student is taking: 12 hrs

Representative's Signature Amy Kennedy Date 2-20-13

Phone Number:

Fax Number:

Email:

Amy Kennedy
Senior Accounting Clerk
akenned6@utk.edu
Phone: (865) 974-1392
Fax: (865) 974-1945

AEK
DEC 14 2012

*more schools for TN
board of regents*

AUSTIN PEAY STATE UNIVERSITY
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT

This is to request approval for a fee discount for undergraduate courses in accordance with Tennessee Board of Regents Guideline P-130, Educational Assistance for Spouses and Dependent Children of Employees.

INSTRUCTIONS: Please complete Section I below and forward to the Human Resources Office two weeks prior to registration. If approved, the original will be returned to you, and must be presented by your spouse or dependent to the cashier at registration at the campus where enrolled.

I. EMPLOYEE - COMPLETE THIS SECTION

			4417
Employee Name	Banner ID Number	Office Phone No.	P.O. Box
College Street, Clarksville, TN 37044			Spring '13
Institution Address			Academic Term/Year

If courses are taken at APSU, indicate campus: ☐ On-Campus ☐ AP Center @ Ft. Campbell

☒ Other TBR or UT Institution: UT Knoxville

SPOUSE/DEPENDENT INFORMATION

T# 000 318543	
Spouse/Dependent Name	Social Security Number

Relationship: ☐ Spouse ☒ Dependent (if dependent DOB) 5/24/92

EMPLOYEE CERTIFICATION

I hereby certify that the above information is correct and that I am currently an employee of a TBR institution or area school. I also certify that my spouse or dependent meets the eligibility requirements for a fee discount in accordance with TBR Guideline P-130. I understand that it is my responsibility to notify the Human Resources Office of any change in my eligibility for this benefit; and falsification of this information or misrepresentation of facts may result in liability for repayment of fees.

If the spouse or dependent is receiving Title IV Financial Aid, you must notify the Financial Aid Office, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college work study, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by the TBR or UT.

Signature Employee/Spouse or Dependent or Deceased Employee _____

1-3-13
Date

II. HUMAN RESOURCES OFFICE - COMPLETE THIS SECTION

Date of Regular Employment 7-26-10 Percent of Full-Time 100% Date of Retirement/Death _____

Approved _____

Date 1/8/13

III. BUSINESS OFFICE - COMPLETE THIS SECTION:

Fee Receipt No. _____ Amount _____ Functional Area 110001 50010

Date _____ Initials _____

STATE OF TENNESSEE



DAVID H. LILLARD, JR.
STATE TREASURER

TREASURY DEPARTMENT
BACCALAUREATE EDUCATION SYSTEM TRUST
P.O. Box 198786
NASHVILLE, TENNESSEE 37219-8786
(615) 532-8056 OR 1-888-486-BEST
FAX (615) 401-6816

Amy Kennedy (E)

(BEST)

February 5, 2013

Please write your Social Security
or Student ID# on the line
below before you take this form
to the Bursar or student accounts
office at your school:

Union City, TN 38261

Dear Mr.

You have authorized the following BEST funds to be used at a Tennessee public institution during the {Spring (01/15/2013 - 05/15/2013)} term for tuition, mandatory fees, books, and/or room and board:

<u>Institution</u>	<u>Amount</u>
University of Tennessee, Knoxville	\$950.00

If you are attending a public institution in Tennessee, submit this letter to the institution in lieu of payment. Any additional funds required to complete registration must be paid by you or another third party or you will not be allowed to attend class.

This letter may also be used at a different public institution than the one you have initially chosen should you change your plans prior to enrollment. This authorization letter is only valid for the term noted above. A new letter will be sent to you for each term you have requested BEST funding prior to the beginning of that term.

If you have any questions concerning your BEST account, please call toll-free at 888-486-2378, or 532-8056 in Nashville.

Sincerely,

Baccalaureate Education System Trust

ack
2/19/13

**PUBLIC HIGHER EDUCATION FEE DISCOUNT
FOR CHILDREN OF LICENSED PUBLIC SCHOOL TEACHERS
AND CHILDREN OF STATE EMPLOYEES
THE UNIVERSITY OF TENNESSEE – KNOXVILLE CAMPUS**

Term:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> Mini Term	Year _____
STUDENT INFORMATION					
Full Name of Student:	_____				
Student ID Number:	_____	Date of Birth:	_____		
Address:	_____				
Relationship to Employee:	<input type="checkbox"/> Natural or Legally Adopted Child <input type="checkbox"/> Employee's Stepchild Living with Employee in a Parent/Child Relationship <input type="checkbox"/> Other Individual Living in a Parent/Child Relationship with Employee Explain: _____				
TEACHER/STATE EMPLOYEE INFORMATION (If currently employed, must be employed full-time.)					
Employment Status (check one)	<input type="checkbox"/> Public High School Technology Coordinator (list Local Edu. agency on employer line)				
<input type="checkbox"/> Licensed Public School Teacher	<input type="checkbox"/> State Employee	<input type="checkbox"/> Retired State Employee	<input type="checkbox"/> Deceased State Employee		
Full Name:	_____				
Social Security Number:	_____	Phone No.:	_____		
Address:	_____				
Employer	_____	Phone No.:	_____		
TEACHERS ONLY (If applying as a public school teacher, you must be licensed by the Tennessee Department of Education and provide your current license number.) Current License Number: _____					

We individually do hereby certify, under penalties of perjury, that all of the information contained above is true, correct, and complete to the best of our knowledge, that we hereby acknowledge receipt of a copy of the rules of this fee discount programs, and that to the full extent of our knowledge and information both the "employee" and the "student" are fully qualified for this fee discount under the rules. If following enrollment the student is found to be ineligible for this benefit, the student will be responsible for payment of all previously waived fees plus any other applicable charges.

_____ Employee Signature	_____ Employer/Division of Retirement Signature	_____ Student Signature
_____ Date	_____ Title	_____ Date
	_____ Date	

INSTITUTION'S ACCEPTANCE (Subject to Audit)

Date Received: _____

Entered By: _____

Date Entered: _____

(Form Revised by the Bursar's Office 7/2005)

RULES OF THE TENNESSEE HIGHER EDUCATION COMMISSION
CHAPTER 1540-1-5
PUBLIC HIGHER EDUCATION FEE DISCOUNTS FOR CHILDREN OF
LICENSED PUBLIC SCHOOL TEACHERS AND STATE EMPLOYEES

1540-1-5-.01 INTRODUCTION

These rules implement the provisions of the T.C.A. Title 49, Chapter 7, Part 1 in Public Chapter 1095 of the 1990 Public Acts and Title 8, Chapter 50, Part 2 in Public Chapter 939 of the 1992 Public Acts, Public Chapters 125 and 267 of 1997 Public Acts (hereinafter called "the Act"). The Act enables children under the age of twenty-four (24) whose parent is employed as a full-time licensed teacher in any public school in Tennessee or as a full-time employee of the State of Tennessee to receive a twenty-five percent (25%) discount on tuition at any state operated institution of higher learning. Children of retired state employees or whose parent died while employed full-time or was killed on the job or in the line of duty as a full-time state employee are also eligible for a twenty-five percent (25%) discount.

1540-1-5-.02 GENERAL

(1) Definitions. As used in these regulations (Chapter 1540-1-5):

- (a) "child . . . under the age of twenty-four" for purposes of this Act refers to dependent children of certified public school teachers or employees of the state of Tennessee, as herein defined, using the following criteria:
 1. The teacher's or state employee's natural children or legally adopted children who are twenty-three years of age or under.
 2. The teacher's or state employee's stepchildren who are twenty-three years of age or under and living with the teacher or state employee in a parent/child relationship.
 3. Any other individuals who are twenty-three years of age or under and living in a parent/child relationship with the teacher or state employee, such as children or deceased parents who are being raised by a grandparent who is employed as a teacher or state employee.
 - (b) "certified teacher in any public school in Tennessee" refers to teachers, supervisors, principals, superintendents and other personnel who are licensed by the Tennessee Department of Education and employed by any local board of education, for service in public, elementary, and secondary schools in Tennessee supported in whole or in part by state funds (hereinafter called "teacher").
 - (c) "full-time" teachers are school employees whose position requires them to be on the job on school days throughout the school year, at least the number of hours the Local Education Agency is in session.
"full-time" supervisors, principals, superintendents and other personnel who are licensed by the Tennessee Department of Education are those whose current assignments, regardless of their classification, require his or her services each working day at least a number of hours equal to the number of hours of a regular working day.
 - (d) "full-time employees of the State of Tennessee" are employees of the executive, judicial or legislative branches of Tennessee state government scheduled to work one thousand, nine hundred and fifty (1,950) hours or more per year.
 - (e) "retired state employee" for purposes of this Act refers to employees of the State of Tennessee who retire after a minimum of twenty-five (25) years of full-time creditable service.
 - (f) "tuition" for purposes of this Act refers to undergraduate maintenance fees or area school program fees.
"Maintenance fees" refers to a fee charge to students enrolled in credit courses. It is an enrollment or registration fee and is calculated based on the number of student credit hours for which the student enrolls. Tuition does not include application for admission fees, student activity fees, debt service fees, lab fees, applied music fees, the cost of books or other course materials, dormitory charges, or meal plans.
 - (g) "state operated institution of higher learning" means any institution operated by the University of Tennessee or the Tennessee Board of Regents which offers courses of instruction beyond the high school level (hereinafter called "institution").
- (2) Eligible children may enroll in any number of courses up to and including full-time study.
- (3) Fee discounts are only available for courses classified as undergraduate as defined by the institution.
- (4) The employment status of the teacher or state employee and the age of the child on the first day of classes will be used to determine eligibility for a student fee discount for that term. A change in employment status or the child's age after the first day of classes will affect eligibility for the discount only for subsequent terms.
- (5) Fee discounts will not be retroactive for prior terms. Fee discounts are available only by application and should be approved prior to the beginning of the term for which a discount is being sought.
- (6) The fee discount described herein may not be used in conjunction with any other fee waiver or discount program. No eligible child shall receive a discount greater than twenty-five percent (25%) for any one term under the provisions of the programs described herein.
- (7) Fee discounts described herein will be available beginning with the Fall 1990 term for children of teachers and with the Fall 1992 term as defined by the institutions for children of state employees. Fee discounts for children of retired state employees or of state employees killed on the job or in the line of duty will be available beginning with the Fall 1993 term.
- (8) At the time of enrollment, the student must present a completed form for children of teachers or state employees certifying eligibility to receive a tuition discount. This form must be signed by the teacher or state employee, his or her employer, and the student. Forms are available at the public higher education institutions. Children of retired state employees must have this form signed by a designated official of the State Treasury Department, Division of Retirement to verify that the identified state employee has retired with a minimum of twenty-five (25) years of creditable service. For children of state employees killed on the job or in the line of duty, the form must be signed by a designated official of the state agency at which the employee was last employed.
- (9) The Higher Education Commission will have the authority to develop a methodology for allocating appropriations to reimburse institutions for actual fee discounts under the provisions of the Act.

1540-1-5-.03 ELIGIBILITY

- (1) Be twenty-three (23) years of age or under;
- (2) Be a child of a teacher or state employee, in Tennessee as defined herein;
- (3) Be eligible according to the regulations as described herein; and
- (4) Be eligible for enrollment at the institution for which a student fee discount is sought according to the academic rules and regulations of the institution.

1540-1-5-.04 APPEALS PROCEDURES

Appeals regarding the determination of eligibility of the applicant will be available in a manner consistent with institutional procedures now in place for admissions decisions.

1540-1-5-.05 PRECEDENCE OF THE ACT

These rules are subordinate to the Act and are intended to facilitate its implementations. Any portion of these regulations which are adjudicated as contrary to law are to be considered null and void. All other portions of these rules shall be severed therefrom and considered in full force.

(Revised June, 2000)

Student Withdrawal Process – Bursar's Office

Myers, Christie Marie

From: UT Bursar's Office
Sent: Monday, January 14, 2013 11:06 AM
To: Myers, Christie Marie
Subject: FW: Notification of Student Withdrawal

From: Office of the University Registrar
Sent: Monday, January 14, 2013 11:04 AM
To: UT Bursar's Office
Subject: Notification of Student Withdrawal

The following student, _____ as officially withdrawn from the University for Spring Sem 2013.

Office of the University Registrar

This email was generated by the KBANPR system. If this is generated from any system other than KBANPR, it is actually a test message and should be ignored.

This email was sent to the following address phx578@tennessee.edu.

15UG @ 2090 = 3

Meals 1566
Housing 2545
CS 2
Maint 978
P.S 344
Jeh 36
Fac 54
Jran 6
SA 5

payments made

1/4 Check 5917
1/4 Univ Sch 750
1/4 Hope 2000

★ So this student dropped
15 undergraduate Hrs @ 2090.
15 x 2090 = 3 credit Hrs

11

Status	Description	Status Date	Percentage Tuition Refund	Percentage Fee Refund
WD	Withdrawn	14-JAN-2013		

[illegible]

80% Refund means
20% Charge.

Total Credit Hours: Total Bill Hours: CEU Hours:

WITHDRAWAL RECORD (*) This is what we
to financial A

STUDENT INFORMATION

1/14/2013

Withdrawal Date/LDA

ID #

Date of WD/LDA Determination

Percentage: W/D 15 UG @ 20%

PROGRAM COSTS

Inst.	Non Inst.		Amount	Inst.	Non Inst.	Description	Amount
		Tuition In/Out State	\$978.00			VolCard Transfer	
		P&S. Primary & Health	\$344.00			Meal	\$1,566.00
		Technology Fee	\$36.00			Housing	\$2,545.00
		Facility Fee	\$54.00			ER Loan	
		Transportation	\$6.00			Engineering Fee	
		Study Abroad Fee	\$5.00			ACH Refund - Dir Dep	
		Library Fee				Excess Refund CK	
		Crs Fee	\$2.00			late fees	

PAYMENTS/DISBURSEMENTS

Date	Source	\$\$ Paid to Inst. Costs	Cash to Student	Date	Source	\$\$ Paid to Inst. Costs	Cash to Student
1/4/2013	Check	\$5,917.00					
1/11/2013	Univ Schol	\$750.00					
1/11/2013	Hope	\$2,000.00					
Inst. Costs		Non-Inst. Costs	Non-Inst. Costs	D Total Aid Paid to Inst. Costs		E Total Aid Paid as Cash	

STATUTORY PRO-RATA INFORMATION:

IS THIS STUDENT A FIRST-TIME STUDENT? A first-time student is one who has not previously attended at least one class at this school, or has received 100 percent refund (less any permitted administrative fee) for previous attendance. (A first-time student remains so until he or she withdraws after attending at least one class at the school for the enrollment period.)

YES NO

DID THIS STUDENT WITHDRAW ON OR BEFORE THE 60% POINT? For credit-hour programs, the 60% point is the point in the calendar time when 60% of the enrollment has elapsed. **YES**

YES NO

IF THE ANSWER TO BOTH QUESTIONS IS "YES", a statutory pro-rata calculation is required for this student for this calculation, you must determine the Portion That Remains (of the enrollment period) and the instructional costs that may be excluded, if any.

1815

STUDENT INFORMATION Financial Aid

pendency Model: *21* UGIN Percentage: W/D 15 UG @ 20%

PROGRAM COSTS

st.	Non Inst.		Amount	Inst.	Non Inst.	Description	Amount
		Tuition In/Out State	\$978.00			VolCard Transfer	
		P&S. Primary & Health	\$344.00			Meal	\$1,566.00
		Technology Fee	\$36.00			Housing	\$2,545.00
		Facility Fee	\$54.00			ER Loan	
		Transportation	\$6.00			Engineering Fee	
		Study Abroad Fee	\$5.00			ACH Refund - Dir Dep	
		Library Fee				Excess Refund CK	
		Crs Fee	\$2.00			late fees	

PAYMENTS/DISBURSEMENTS

[illegible]

So, The Hope Scholarship and University Scholarship are being adjusted per. Financial Aid

STATUTORY PRO-RATA INFORMATION

IS THIS STUDENT A FIRST-TIME STUDENT? A first-time student is one who has not previously attended at least one class at this school, or has received 100 percent refund (less any permitted administrative fee) for previous attendance. (A first-time student remains so until he or she withdraws after attending at least one class at the school for the enrollment period.)

YES NO

DID THIS STUDENT WITHDRAW ON OR BEFORE THE 60% POINT? For credit-hour programs, the 60% point is the point in the calendar time when 60% of the enrollment has elapsed. YES

YES NO

IF THE ANSWER TO BOTH QUESTIONS IS "YES", a statutory pro-rata calculation is required for this student for this calculation, you must determine the Portion Tard Remaining (of the enrollment period) and the instructional costs that may be excluded, if any.

1/15

JAN 31 '13 PM 2:02

⊛ When this comes back from Financial Aid we put a comment on SPACMNT, a Hold if the student owes, and mail a statement to them.

Internal Collection Notification Process:

|
October 29, 2012

Knoxville, TN 37917.

Dear Mr.

As previous correspondence have shown the amount you owe is seriously delinquent and the Bursar's Office is as of this date undertaking certain actions which are permitted by University of Tennessee Personnel Policy (Section 500, Policy 515) to collect the total amount of \$3,214.00 currently owed.

This policy which governs collection of debts owed to the University by employees allows you the following alternatives:

- You may pay the debt in full within 15 days of the receipt of this notice and no further action will be initiated against you.
- You may authorize the University to withhold from each of subsequent paychecks an amount, which is agreeable to both you and the University, until the debt is paid in full.
- You may request a hearing for the purpose of contesting this debt within 15 days of the receipt of this notice.

Failure to either make payment in full, make payment arrangements satisfactory to the University, or to request a hearing within 15 days of the receipt of this notice, will result in a deduction in the amount established by the Bursar's Office from each paycheck subsequently issued to you until the debt is paid in full.

In order to avoid having a deduction made from future payroll checks, you must pay this account in full or contact the Bursar's Office on or before November 12, 2012.

Sincerely,

Jacqueline Benshoof
Supervisor

September 2, 2010

Knoxville, TN 37916

Dear ,

Despite repeated requests, you have failed to settle your debt of \$104.00. Consequently, in accordance with Personnel Policy 515, the Payroll Office will make a deduction of \$36.37 biweekly from subsequent paychecks issued to you until the debt is satisfied.

If you have any additional questions, please contact me at the address above.

Sincerely,

Jacqueline Benshoof
Supervisor

May 21, 2013

«FNAME» «LNAME»
«STR1»
«STR2»
«CITY», «STATE» «ZIPC»

**IMPORTANT NOTIFICATION ABOUT YOUR DELINQUENT
ACCOUNT**

Your VolXpress account is now delinquent. Electronic statement reminders have been sent to you and the account detail is on MyUTK for your review. Should you have any questions about your account, please contact us. Otherwise, we look forward to receiving your payment at this time. Please make your check payable to The University of Tennessee for the total amount due.

Please note that future registration services, transcripts, grades, and other University services will not be provided until the total amount due is paid in full. If payment or satisfactory arrangements are not made by the date shown, collection costs of up to 25% may be added to your account.

Detach bottom portion of this letter and return with your check payment or log on to your MyUTK account to pay by credit card or e-check.

ID	DUE DATE	TOTAL AMOUNT DUE
«ID»	12/16/11	\$ 694.00
		AMOUNT PAID
		\$

To pay by Visa, Mastercard, Discover, or e-check, use MyUTK online at: <https://myutk.utk.edu>.

Make check payable to the University of Tennessee.

Check here if you have enclosed a CHANGE OF ADDRESS notice.

REMIT TO:

«FNAME» «LNAME»
«STR1»
«STR2»
«CITY», «STATE» «ZIPC»

**The University of Tennessee
Bursar's Office
211 Student Services Building
Knoxville, TN 37996-0225**

May 20, 2013

Knoxville, TN 37919

IMPORTANT NOTIFICATION ABOUT YOUR DELINQUENT ACCOUNT

Your account is past due and payable immediately. Previous notifications have been ignored and your account is being reviewed for appropriate collection efforts. Failure to pay your account in full may result in the assessment of collection costs up to 25%, plus reasonable attorney fees, if necessary. In order to PROTECT YOUR CREDIT RECORD and avoid additional charges, you must submit your payment in full by the due date.

Detach bottom portion of this letter and return with your check payment or log on to your MyUTK account to pay by credit card or e-check.

ID	DUE DATE	TOTAL AMOUNT DUE
000	12/16/2011	\$ 1,457.00
		AMOUNT PAID
		\$

To pay by Visa, Mastercard, Discover, or e-check, use MyUTK online at MyUtk.edu.
Make check payable to the University of Tennessee.

REMIT TO:

The University of Tennessee
Bursar's Office
211 Student Services Building
Knoxville, TN 37996-0225

Knoxville, TN 37919

May 21, 2013
«FNAME» «LNAME»
«STR1»
«STR2»
«CITY», «STATE» «ZIPC»

FINAL NOTICE - Delinquent Account

Numerous notifications have been sent requesting payment of your outstanding debt. If payment is not received by the due date of this **final notice**, your account will be placed with a collection agency.

If you anticipate any delay beyond the due date in paying your account, you must contact this office immediately at (865) 974-4495. We must emphasize that this is your **final** opportunity to pay this account and work with the university before it is referred for further collection activity.

Detach bottom portion of this letter and return with your check payment or log on to your MyUTK account to pay by credit card or e-check.

ID	DUE DATE	TOTAL AMOUNT DUE
«ID»	10/15/11	\$ 4,221.00
		AMOUNT PAID
		\$

To pay by Visa, Mastercard, Discover, or e-check, use MyUTK online at MyUtk.edu.
Make check payable to the University of Tennessee.

REMIT TO:

«FNAME» «LNAME»
«STR1»
«STR2»
«CITY», «STATE» «ZIPC»

The University of Tennessee
Bursar's Office
211 Student Services Building
Knoxville, TN 37996-0225

May 21, 2013
«FNAME» «LNAME»
«STR1»
«STR2»
«CITY», «STATE» «ZIPC»

PAYMENT AGREEMENT

Based on your payment agreement, please remit your monthly payment at this time. In the event that we do not receive your payment as agreed, we will consider our agreement void and will resume appropriate collection activity, including the assessment of collection costs to your account. Should you have any questions about your account, please contact our office at (865) 974-4495.

ID	DUE DATE	TOTAL AMOUNT DUE
«ID»	10/15/11	\$ 4,221.00
		AMOUNT PAID
		\$

To pay by Visa, Mastercard, Discover, or e-check, use MyUTK online at MyUtk.edu.
Make check payable to the University of Tennessee.

«FNAME» «LNAME»
«STR1»
«STR2»
«CITY», «STATE» «ZIPC»

REMIT TO:

**The University of Tennessee
Bursar's Office
211 Student Services Building
Knoxville, TN 37996-0225**

May 21, 2013

«FNAME» «LNAME»

«STR1»

«STR2»

«CITY», «STATE» «ZIPC»

**IMPORTANT NOTIFICATION ABOUT YOUR DELINQUENT
ACCOUNT**

Thank you for your recent payment on your account. Please pay the balance in full in order to avoid further collection activity. Should you have any questions about your account, or need to set up specific monthly payment arrangements, please contact our office at (865) 974-4465

ID	DUE DATE	TOTAL AMOUNT DUE
«ID»	10/15/11	\$ 4,221.00
		AMOUNT PAID
		\$

Check here if you have enclosed a **CHANGE OF ADDRESS** notice.

REMIT TO:

«FNAME» «LNAME»

«STR1»

«STR2»

«CITY», «STATE» «ZIPC»

**The University of
Tennessee
Bursar's Office
211 Student Services
Building**

May 21, 2013

«FNAME» «LNAME»

«STR1»

«STR2»

«CITY», «STATE» «ZIPC»

IMPORTANT NOTIFICATION ABOUT YOUR ACCOUNT

Thank you for the recent payment on your account. Should you have any questions about your account, please contact our office at (865) 974-4465

ID	REMAINING AMOUNT DUE
«ID»	\$ 4,221.00

Check here if you have enclosed a **CHANGE OF ADDRESS** notice.

REMIT TO:

«FNAME» «LNAME»

«STR1»

«STR2»

«CITY», «STATE» «ZIPC»

**The University of
Tennessee
Bursar's Office
211 Student Services
Building
Knoxville TN 37006-0225**

PROMISE TO PAY AGREEMENT

Student Name: _____ UT Student ID: _____

By signing this Agreement I acknowledge and reaffirm my outstanding debt pertaining to fees/fines of \$ _____ with the University of Tennessee as of _____.

By signing this agreement I agree to pay my outstanding debt according to the following schedule, terms and conditions:

1. I agree and accept responsibility for monthly payments of at least \$ _____. Payments are due before the 1st Friday of each month and will continue until the account is paid in full.
2. I understand all payments are to be made payable to The University of Tennessee and mailed to: The University of Tennessee, Office of the Bursar, 211 Student Services Bldg, Knoxville, TN 37996-0225.
3. I understand it is my responsibility to notify the Bursar's Office of any address, phone, name, or email changes. Notification must be promptly made to Dayna Tampas at studentaccounts@utk.edu, phone 865/974-2896 or by mail to Bursar's Office, 211 Student Services Bldg, Knoxville TN 37996-0225.
4. I understand any payment returned by my banking institution for "Insufficient Funds", "Stop Payment", "Account Closed" or any other reason will immediately cause the account to become delinquent and thereafter placed in a collection status which may include referral to a collection agency;
5. I understand that I may make additional payments beyond the agreed monthly payment at any time; however, I am still responsible for continuing to make the minimum monthly payment;
6. I understand I will not be able to register for classes at the University of Tennessee or receive a transcript until this debt is paid in full.
7. I further understand and agree that if I do not follow through with any portions of the above- stated schedule of payments, terms and conditions, and/or if any installment is delinquent beyond ten (10) days, this account, at the sole option of The University of Tennessee, may be declared immediately due and payable in full. I promise to pay all attorney fees and other reasonable collection costs and charges necessary for the collection of any amount not paid when due. I understand that, if my account is referred to a collection agency, the collection fee is ordinarily thirty-three and one-third percent (33 1/3%) of the total outstanding balance due, for which I will be responsible in addition to the principal debt due and payable.

I have carefully and completely read this agreement and fully understand the purpose, intent and effect of this agreement. I have voluntarily executed the agreement by action of my own free will.

Date _____ Student Signature _____

Address _____

Home No. _____ Cell No. _____ Work No. _____

Email Address _____

Forms in Banner:

TSAAREV – Account Review

File Edit Options Block Item Record Query Tools Help

Account Detail Review Form - Student TSAAREV 8.4.0.1 (KBANPR)

ID: 000 Credit Limit:
User: SFORMAN Holds:

Account Details

Detail Code	Description	Term	Charge	Payment	Balance	Source	Effective Date
CASH	Cash	201240		20.00	.00	W	19-NOV-2012
PLAT	1st Late Payment Fee	201220	45.00		45.00	L	23-APR-2012
FDUS	Federal Direct Unsub Stafford	201220		-1,578.00	.00	F	17-FEB-2012
RACH	ACH Refund	201220	4,531.00		.00	T	26-JAN-2012
FPL9	Federal Pell Grant	201220		487.00	.00	F	26-JAN-2012
FTS9	TN Student Asst Award	201220		500.00	.00	F	26-JAN-2012
FDUS	Federal Direct Unsub Stafford	201220		2,985.00	.00	F	26-JAN-2012
FDSS	Fed Direct Sub-Staff Loan	201220		2,239.00	.00	F	26-JAN-2012
TU17	US Undergraduate Maintenance	201220	604.00		604.00	R	25-JAN-2012
TPSF	Prog & Svc Fee-Primary	201220	54.00		54.00	R	25-JAN-2012
TRNS	Transportation Fee	201220	4.00		4.00	R	25-JAN-2012
TFAC	Facility Fee	201220	30.00		30.00	R	25-JAN-2012

Query Balance: 737.00 Account Balance: 1,603.00 Amount Due: 1,603.00 Memo Balance: .00 Authorized Aid Balance: .00 NSF: 0 Receipt?: N

Charge or payment detail code; press LIST for valid values.

TSICSRV – Customer Service Inquiry

Oracle Fusion Middleware Forms Services: Open > TSICSRV

File Edit Options Block Item Record Query Tools Help

Customer Service Inquiry TSICSRV 8.3 (KBANPR)

ID: Credit Limit:

Last Term Registered: 201320 ☐ Sum by Effective Date Holds:

Account Summary

Detail Code	Description	Term	Aid Year	Charge	Payment	Balance	Effective Date
BC60	Commuter Meal Plan-50	201320		710.13		.00	
EXDE	UT Stf Dependent Exempt	201320			1,950.50	.00	
F688	Music Dept Schlrsip	201320	1213		250.00	.00	
FDUS	Federal Direct Unsub Staff	201320	1213		3,714.00	.00	
FF04	S Beaman Band Scholarsh	201320	1213		500.00	.00	
M16	Trombone Course Fee	201320		150.00		.00	
M69	Trombone Course Fee	201320		.00		.00	
RACH	Refund - Direct Deposit	201320		1,158.37		.00	
SABD	Undergraduate Study Abro	201320		5.00		.00	
TECH	Technology Fee	201320		100.00		.00	
TFAC	Facility Fee	201320		160.00		.00	
TK13	Prog & Serv Fee-Health	201320		89.00		.00	

Query Balance .00 Account Balance .00 Current Due .00 Other Memos .00

Financial Aid: Financial Aid Memo Balance .00 Authorized Aid Balance .00 NSF 0

TSAACCT – Account Review

Oracle Fusion Middleware Forms Services: Open > TSAACCT

File Edit Options Block Item Record Query Tools Help

Account Review Form - Student TSAACCT 8.0.1 (KBANPR)

Save

ID: 00

Account Status

NSF Counter: 0 Bill Code: Delinquency:

☐ Refund Account

Account Balance

Effective Date Aging		Billing Date Aging
Future:	Current Due:	Unbilled:
0-30:	+ Past Due:	0-30:
31-60:	- Unapplied Credit:	31-60:
61-90:	Balance Due:	61-90:
91+:	+ Memo Balance:	91+:
	Amount Due:	
	+ Future Due:	
	Net Balance:	

Account Balance	Deposit Balance

TSADETL – Student Account Detail

View Enrollment Deposits:

Oracle Fusion Middleware Forms Services: Open > TSADETL

File Edit Options Block Item Record Query Tools Help

Student Account Detail TSADETL 8.4.0.1 (KBANPR)

ID: Credit Limit:

User: Holds:

Charges/Payments Deposits Memos Comments

Release Amount: Amount: Auto Release:

Deposit Code: Transfer UG Enroll Dep Balance: Release Date:

Payment Code: Create Source: Minimum:

Term: Entry Date: Expiration Date:

Document Num: Feed: Effective Date:

Receipt:

Release Amount: Amount: Auto Release:

Deposit Code: Balance: Release Date:

Payment Code: Create Source: Minimum:

Term: Entry Date: Expiration Date:

Document Num: Feed: Effective Date:

Receipt:

Query Balance	Account Balance	Amount Due	Memo Balance	Authorized Aid Balance	NSF	Receipt?
<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value="0"/>	<input type="text" value="N"/>

Amount of deposit to be released to the account.

Record: 1/1 | | ... | | <OSC>

To see if charges have been billed, statement date, due date, etc.

Oracle Fusion Middleware Forms Services: Open > TSADETL

File Edit Options Block Item Record Query Tools Help

Student Account Detail TSADETL 8.4.0.1 (KBANPR)

ID: 00 Credit Limit: User: SFORMAN Holds:

Charges/Payments Deposits Memos Comments

Detail Code: F725 Band Licensing		Pay Num:	Effective: 04-JAN-2013		Invoice Number
Amount: 125.00	Doc Num:		Transaction: 04-JAN-2013		
Balance: .00	Trans Paid:		Bill:		
Term: 201240 Aid Year: 1213	Trans Num: 175		Due:		Invoice Paid
Source: F Period: 201240	Receipt:		Statement:		
Text:	Original Charge		Entry: 04-JAN-2013		
	Contract Pay Detail				

Detail Code: TU17 WS Undergraduate Maintenance		Pay Num:	Effective: 28-DEC-2012		Invoice Number
Amount: 315.00	Doc Num:		Transaction: 28-DEC-2012		
Balance: .00	Trans Paid:		Bill: 02-JAN-2013		30208922
Term: 201320 Aid Year:	Trans Num: 174		Due: 07-JAN-2013		Invoice Paid
Source: R Period:	Receipt:		Statement: 02-JAN-2013		
Text:	Original Charge		Entry: 28-DEC-2012		
	Contract Pay Detail				

This charge has been billed and has a due date.

Statement date and Invoice number

Query Balance	Account Balance	Amount Due	Memo Balance	Authorized Aid Balance	pt?
.00	.00	.00	.00	.00	0 N

Charge or payment detail code; Press LIST for valid codes.

Record: 18/? <OSC>

SFAREGF – Student Fee Assessment Query

Oracle Fusion Middleware Forms Services: Open > SFAREGF

File Edit Options Block Item Record Query Tools Help

Student Course/Fee Assessment Query SFAREGF 8.5 (KBANPR)

Term: 201320 Refund By Total Refund Date: ID: 00.

Term Enrollment Summary

Status	Description	Status Date	Percentage Tuition Refund	Percentage Fee Refund
EL	Eligible to Register	12-NOV-2012		

Term Registration Summary

CRN	Subject	Course	Section	Credit Hours	Bill Hours	Level	Campus	Status	Status Date	Percent Tuition Refund	Percent Fee Refund	Message
22723	ANTH	110	002	3.000	3.000	UG	K	RW	12-NOV-2012			Registered via MyUTK
24447	MUPF	136	001	1.000	1.000	UG	K	RE	15-FEB-2013			Registered via INB
24581	MUEN	305	001	1.000	1.000	UG	K	RW	12-NOV-2012			Registered via MyUTK
24582	MUEN	306	001	1.000	1.000	UG	K	RW	12-NOV-2012			Registered via MyUTK
24595	MUEN	350	001	1.000	1.000	UG	K	RW	12-NOV-2012			Registered via MyUTK
24598	MUEN	354	001	1.000	1.000	UG	K	RW	12-NOV-2012			Registered via MyUTK
25069	CCI	150	002	3.000	3.000	UG	K	RW	07-JAN-2013			Registered via MyUTK
25535	PYED	252	303	1.000	1.000	UG	K	RW	28-DEC-2012			Registered via MyUTK
25557	PYED	226	501	1.000	1.000	UG	K	RW	07-JAN-2013			Registered via MyUTK
25818	KNS	231	001	3.000	3.000	UG	K	RE	14-JAN-2013			Registered via INB

Total Credit Hours: 16.000 Total Bill Hours: 16.000 CEU Hours: .000

SFAFAUD – Fee Assessment Audit – You next block on any line and see what fee assessment rule was used.

Oracle Fusion Middleware Forms Services: Open > SFAFAUD [Q]

File Edit Options Block Item Record Query Tools Help

Registration Fee Assessment Audit History SFAFAUD 8.5.3 (KBANPR)

Rollback

ID: 00L Term: 201320 Spring Sem 2013

Term	Activity Day	Time	Sequence Number	Detail Code	Detail Code Category	Account Transaction Number	Amount
201320	27-FEB-2013	07:50:50 AM	11	TPSF	OTH		255.00
201320	27-FEB-2013	07:50:50 AM	10	TK13	OTH		89.00
201320	27-FEB-2013	07:50:50 AM	9	SABD	OTH		5.00
201320	27-FEB-2013	07:50:50 AM	8	TRNS	FEE		26.00
201320	27-FEB-2013	07:50:50 AM	7	TLIB	FEE		10.00
201320	27-FEB-2013	07:50:50 AM	6	TECH	FEE		100.00
201320	27-FEB-2013	07:50:50 AM	5	TFAC	FEE		160.00
201320	27-FEB-2013	07:50:50 AM	4				.00
201320	27-FEB-2013	07:50:50 AM	3	TU17	TUI		3,901.00
201320	27-FEB-2013	07:50:50 AM	2				.00
201320	27-FEB-2013	07:50:50 AM	1	M16	FEE		150.00
201320	15-FEB-2013	12:35:20 PM	11	TRNS	FEE		26.00

Oracle Fusion Middleware Forms Services: Open > SFAFAUD [Q]

File Edit Options Block Item Record Query Tools Help

Registration Fee Assessment Audit History SFAFAUD 8.5.3 (KBANPR)

Insert Record

ID: Term: 201320 Spring Sem 2013

Detail Audit Information SFAFAUD 8.5.3 (KBANPR)

Rule Type:	CAMPUS	Value:	K	Rule Sequence Number:	58	Assessed by Course:	N	CRN:	
Rule Student Hours:	16.000			Assessment Source:	SFRFASC				
Rule Liable Hours:	16.000	At:	29.00	Per Hour Charge:	464.00				
Rule Flat Hour Range:		-		Flat Fee Charge:	0.00				
Overload Hours:	.000	At:	0.00	Overload Charge:	0.00				
Refund By:									
Registration Status:				Enrollment Status:	EL				
Registration Status Date:				Enrollment Status Date:	12-NOV-2012				
Audit Note:	464 > rule max 255, reset to max								
User ID:	CDUNCANI								

Return

TGACOMC – Comment Central-Double click on either shaded sheet to view the comment.


Oracle Fusion Middleware Forms Services: Open > TGACOMC











File Edit Options Block Item Record Query Tools Help

Comment Central TGACOMC 8.0 (KBANPR)

ID: 00

This student has comments in both Collections and Student Account Detail.

View All Comments 

<p>Finance Account Detail </p> <p>Finance Installment Plan </p> <p>Collections </p> <p>Student Application Distribution </p> <p>Student Payment </p>	<p>Student Account Detail </p> <p>Student Installment Plan </p> <p>Student Account Detail Review </p> <p>Customer Profile </p> <p>Comment Central </p>
---	---

Oracle Fusion Middleware Forms Services: Open > TGACOMC

File Edit Options Block Item Record Query Tools Help

Comment Central TGACOMC 8.0 (KBANPR)

ID: 0.

Comments originating from TGACOLC TGACOMC 8.0 (KBANPR)

Originator:

Comment Text	Form	Activity	Originator	User
FA2010-VolXpress Statement Mailed-OWED \$0.00 MIN \$0.00	TGACOLC	11-JUL-2010	BR	CONV

SPACMNT – Space Mountain Use for more than 1 line comments.

Oracle Fusion Middleware Forms Services: Open > SPACMNT

File Edit Options Block Item Record Query Tools Help

Person Comment SPACMNT 8.2 (KBANPR)

Select

ID:

Comment Type: Adjustment

Originator: Bursars Office

Contact:

Contact Date:

Appointments

From Time:

To Time:

☐ Confidentiality

Add Date:

Activity Date:

Last Updated by: CONV - UPDCSHRADJ

Comments:

Per List From Andrea Booher, Student Approved To Live Off-Campus.

Narrative Comments:

Comment Type Code: press LIST for valid codes.

TSATAXN – Student Tax Notification – There are several pages to this form. You will next block to see the next page.

Oracle Fusion Middleware Forms Services: Open > TSATAXN

File Edit Options Block Item Record Query Tools Help

Student Tax Notification TSATAXN 8.4.2 (KBANPR)

Rollback

Tax Year: 2012 ID: 00

Student Tax Information

Last Name: SSN:
 First Name: Middle Name:
 Address: Activity Date: 16-JAN-2013
 User ID: CDUNCAM

 City:
 State/Province: TN Zip/Postal Code: 37764
 Nation:

	Charges Billed		Scholarships or Grants	
Eligible Amounts	Box 2:	9,190.60	Box 5:	9,721.00
Adjustments	Box 4:	.00	Box 6:	.00

☒ Includes January-March
☐ Remove Notification
☒ Half Time Enrollment
 Student Notification: Sent
☐ Graduate Student
 IRS Report: Ready to Send
☐ Method Changed
 Date: 16-JAN-2013
 Date: 23-JAN-2013
 Date: 16-JAN-2013

Student's Last Name

Record: 1/1 <ORC>

Oracle Fusion Middleware Forms Services: Open > TSATAXN

File Edit Options Block Item Record Query Tools Help

Rollback Notification TSATAXN 8.4.2 (KBANPR)

Tax Year: 2012 ID:

Detail of Charges Billed TSATAXN 8.4.2 (KBANPR)

Term	Tax Amount	Future Indicator	Pro-Rata	Detail Code	Description	Effective Tax Date	Date Source
201320	.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	M59	Trombone Course Fee		
201320	5.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SABD	Undergraduate Study Abroad Fee		
201320	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TECH	Technology Fee		
201320	160.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TFAC	Facility Fee		
201320	10.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TLIB	Library Fee		
201320	219.30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TPSF	Prog & Svc Fee-Primary		
201320	3,901.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TU17	I/S Undergraduate Maintenance		
201240	100.00	<input type="checkbox"/>	<input type="checkbox"/>	CMT1	Music Theory Work 101 Cr Fee		
201240	300.00	<input type="checkbox"/>	<input type="checkbox"/>	M16	Trombone Course Fee		
201240	.00	<input type="checkbox"/>	<input type="checkbox"/>	M59	Trombone Course Fee		
201240	5.00	<input type="checkbox"/>	<input type="checkbox"/>	SABD	Undergraduate Study Abroad Fee		
201240	100.00	<input type="checkbox"/>	<input type="checkbox"/>	TECH	Technology Fee		
201240	160.00	<input type="checkbox"/>	<input type="checkbox"/>	TFAC	Facility Fee		
201240	10.00	<input type="checkbox"/>	<input type="checkbox"/>	TLIB	Library Fee		
201240	219.30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TPSF	Prog & Svc Fee-Primary		
201240	3,901.00	<input type="checkbox"/>	<input type="checkbox"/>	TU17	I/S Undergraduate Maintenance		
9,190.60							

☐ Display Date

Term Code; Press DUPLICATE RECORD or change Display Date checkbox to toggle date vs. summary display

Record: 1/20 | | ... | | <OSC>

Oracle Fusion Middleware Forms Services: Open > TSATAXN

File Edit Options Block Item Record Query Tools Help

Student Tax Notification TSATAXN 8.4.2 (KBANPR)

Tax Year: 2012 ID: 00

Detail of Adjustments to Prior Charges TSATAXN 8.4.2 (KBANPR)

Term	Tax Amount	Future Indicator	Pro-Rata	Detail Code	Description	Effective Tax Date	Date Source
		<input type="checkbox"/>	<input type="checkbox"/>				

Adjustment to prior year charges would show here.

Oracle Fusion Middleware Forms Services: Open > TSATAXN

File Edit Options Block Item Record Query Tools Help

Student Tax Notification TSATAXN 8.4.2 (KBANPR)

Tax Year: 2012 ID:

Detail of Scholarships or Grants TSATAXN 8.4.2 (KBANPR)

Term	Tax Amount	Future Indicator	Pro-Rata	Detail Code	Description	Effective Tax Date	Date Source
201320	1,950.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EXDE	UT Stf Dependent Exempt Pmt		
201240	1,950.50	<input type="checkbox"/>	<input type="checkbox"/>	EXDE	UT Stf Dependent Exempt Pmt		
201240	250.00	<input type="checkbox"/>	<input type="checkbox"/>	F688	Music Dept Schlrshp		
201240	500.00	<input type="checkbox"/>	<input type="checkbox"/>	FF04	S Beaman Band Scholarship		
201240	2,000.00	<input type="checkbox"/>	<input type="checkbox"/>	FF64	TSAC-TN Ed Lottery Scholarship		
201230	.00	<input type="checkbox"/>	<input type="checkbox"/>	EXDE	UT Stf Dependent Exempt Pmt		
201220	250.00	<input type="checkbox"/>	<input type="checkbox"/>	F688	Music Dept Schlrshp		
201220	320.00	<input type="checkbox"/>	<input type="checkbox"/>	F725	Band Licensing		
201220	500.00	<input type="checkbox"/>	<input type="checkbox"/>	FF04	S Beaman Band Scholarship		
201220	2,000.00	<input type="checkbox"/>	<input type="checkbox"/>	FF64	TSAC-TN Ed Lottery Scholarship		

Oracle Fusion Middleware Forms Services: Open > TSATAXN

File Edit Options Block Item Record Query Tools Help

Student Tax Notification TSATAXN 8.4.2 (KBANPR)

Tax Year: 2012 ID: C

Detail of Adjustments to Prior Scholarships or Grants TSATAXN 8.4.2 (KBANPR)

Term	Tax Amount	Future Indicator	Pro-Rata	Detail Code	Description

Prior year scholarship or grant adjustment will show here.

Oracle Fusion Middleware Forms Services: Open > TSATAXN

File Edit Options Block Item Record Query Tools Help

Student Tax Notification TSATAXN 8.4.2 (KBANPR)

Save

Tax Year: 2012 ID: OC

Supplemental Rule Totals TSATAXN 8.4.2 (KBANPR)

Report Code	Description	Total	Total Access	Detail Access
SUPC	Supplemental Charges	1,886.26		

Oracle Fusion Middleware Forms Services: Open > TSATAXN

File Edit Options Block Item Record Query Tools Help

Save Student Tax Notification TSATAXN 8.4.2 (KBANPR)

Tax Year: 2012 ID:

Supplemental Rule Detail TSATAXN 8.4.2 (KBANPR)

Tax Report Code: SUPC Supplemental Charges

Reported in	Term	Amount	Description	Category Code	Detail Code	Future Indicator	Pro-Rata
	201320	26.00	Transportation Fee	FEE	TRNS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	201320	710.13	Commuter Meal Plan-50	MEA	BC50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	201320	89.00	Prog & Serv Fee-Health	OTH	TK13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	201240	187.00	Commuter Parking Tag	DPT	PRKC	<input type="checkbox"/>	<input type="checkbox"/>
	201240	26.00	Transportation Fee	FEE	TRNS	<input type="checkbox"/>	<input type="checkbox"/>
	201240	710.13	Commuter Meal Plan-50	MEA	BC50	<input type="checkbox"/>	<input type="checkbox"/>
	201240	89.00	Prog & Serv Fee-Health	OTH	TK13	<input type="checkbox"/>	<input type="checkbox"/>
	201230	49.00	Prog & Serv Fee-Health	OTH	TK13	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>

RPALORG – Direct Loans & Parent PLUS Loan info

Oracle Fusion Middleware Forms Services: Open > RPALORG [Q]

File Edit Options Block Item Record Query Tools Help

Direct Loan Origination RPALORG 8.15 (KBANPR)

Aid Year: 1213 ID:

DL Origination PN Summary Disbursements Information Student Data PLUS Loan Data PLUS Parent Data Loan Schedule Additional Information

Loan ID: 414693836S13G03530001

Loan Type: S=Subsidized

Application Number: 3

Loan Sequence Number: 1

School Code: G03530

Fund: DSSTAF Fed Direct Sub Loan

Approved Amount: 0

Requested Amount: 0

Loan Period: 1213FS Fall and Spring

Loan Period Start: 22-AUG-2012

Loan Period End: 07-MAY-2013

Academic Year Start: 22-AUG-2012

Academic Year End: 07-MAY-2013

Loan Fee Rate: 1.000

Rebate Fee Percent: .000

Year in College: 3=3rd year/junior

SAR Transaction Number: 01

Loan Status: PROC Processed

Origination Status: A=Accepted

Date Created: 13-JUL-2012

Date Sent: 13-JUL-2012

Document ID: 2012-07-13T15:44:22.1503313758

Confirmation Date: 13-JUL-2012

Preparatory/Teacher Certification: HPPA N=No

Origination

RPAAWRD – Student F/A Award Info

Oracle Fusion Middleware Forms Services: Open > RPAAWRD [Q]

File Edit Options Block Item Record Query Tools Help

Award Maintenance RPAAWRD 8.16 (KBANPR)

Aid Year: 1213 ID:

Award Maintenance Award Schedule Disbursement Schedule

Fund Awards

Amounts Overrides Locks/Indicators

Fund	Description	Status	Offered	Accepted	Declined or Cancelled	Memoed or Authorized	Paid	Reschedule
DSSTAF	Fed Direct Sub Loan	WACP	.00	.00	1389.00			<input checked="" type="checkbox"/>
DUSTAF	Fed Direct Unsub Loan	WACP	7500.00	7500.00			7428.00	<input type="checkbox"/>
FEE50	Estimated Fee Waiver	ESTI	3901.00					<input type="checkbox"/>
HOPE	HOPE Scholarship	ACPT	2000.00	2000.00			2000.00	<input type="checkbox"/>
LU001	S Beaman Band Scholarship	ACPT	1000.00	1000.00	.00		1000.00	<input type="checkbox"/>
LU417	Music Dept Schlrship	ACPT	500.00	500.00			500.00	<input type="checkbox"/>
LX001	Band Licensing	ACPT	165.00	165.00			165.00	<input type="checkbox"/>
								<input type="checkbox"/>
Total:			15066.00	11165.00	1389.00		11093.00	

Summary Packaging Group Pell and Loan

Offered: 15,066.00 Aid Period: FA/SPR Budget EFC Gross Need Unmet Need

Resource: .00 Pell Aid Period: FM: 20,227.00 14,081 6,146.00 -1,420.00

Crossover Pell Award: IM:

Crossover Aid Year: Budget Group: UGINPR Pell: 20,162.00 14,081

Period Budget Group Detail

RHAAREQ – Applicant Requirements

Oracle Fusion Middleware Forms Services: Open > RRAAREQ [Q]

File Edit Options Block Item Record Query Tools Help

Applicant Requirements RRAAREQ 8.10 (KBANPR)

Save

Aid Year: 1213 ID: L

Create Person

Applicant Requirements Perkins MPN Detail Additional Requirements

Summary

Tracking Group: NONQAN Non QA Not Selected for Verif

Request Letter Unsatisfied Promissory Notes exist

Lock Group Additional Requirements

Holds exist Unsatisfied Period Requirements exist

Create Requirement Delete Requirement

All Requirements Complete: 07-AUG-2012

Packaging Requirements Complete: 02-MAR-2012

Disbursement Requirements Complete: 02-MAR-2012

Requirements

Requirement

Requirement	Status	Status Date	Established Date	Satisfied	Perkins MPN	Fund	Period	System
AWDLTR Award Acpt Form	E	06-MAY-2012	19-MAR-2012	Y				W
ENTR Entrance Loan Coun	S	11-JUL-2010	05-MAY-2010	Y		DSSTAF		F
ENTR Entrance Loan Coun	S	11-JUL-2010	05-MAY-2010	Y		DUSTAF		F
ISIR Inst Std Info Rec	S	02-MAR-2012	02-MAR-2012	Y				B
PAY Pay Prior Balance	1	07-AUG-2012	07-AUG-2012	Y				B
TCACPT Terms and Cond Acpt	E	06-MAY-2012	19-MAR-2012	Y				W
TIV Title IV Auth	1	07-AUG-2012	07-AUG-2012	Y				B

Requirement Code; press LIST for valid codes

Student Appeal Contact List

Appeals:

Program and Service Fee – Primary

Dean Maxine Thompson Davis, Dean of Students, mthomps2@utk.edu

Program and Service Fee – Health

Dean Maxine Thompson Davis, Dean of Students, mthomps2@utk.edu

Technology

Mike Cash, Manager, OIT Comm Grp Service Center, mikec@utk.edu

Transportation

Jeff Maples, Sr. Assoc Vice Chancellor Finance & Administration, maples@utk.edu

Facility Fees

Jeff Maples, Sr. Assoc Vice Chancellor Finance & Administration, maples@utk.edu

Study Abroad

Pia Wood, Associate Provost & Director Center for International Educ, pwood@utk.edu