

SCT Banner
Accounts Receivable
Title IV Processing Workbook

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Prepared By: SunGard SCT
4 Country View Road
Malvern, Pennsylvania 19355
United States of America

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Section A: Introduction

Overview

Workbook goal The goal of this workbook is to provide you with the knowledge and practice to return Title IV funds and Title IV Authorizations at your institution. The workbook is divided into four sections:

- Introduction
- Set-up
- Day-to-day operations
- Reference

Intended audience Accounts Receivable Office Administrators and Staff.

In this section These topics are covered in this section.

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Process Introduction	A-2
Terminology	A-3
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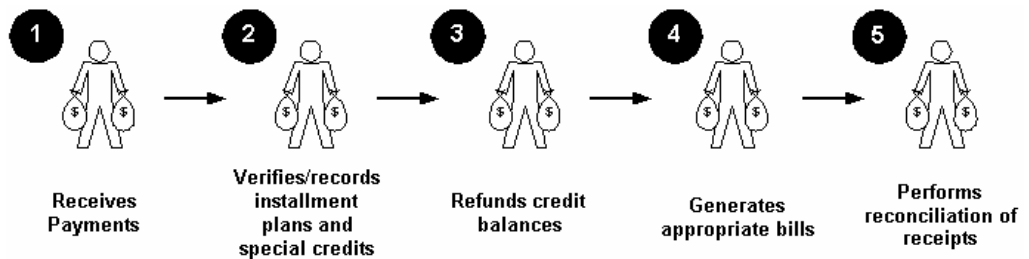
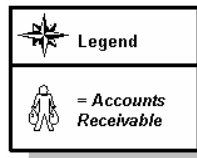
Process Introduction

Introduction

The Return of Title IV Funds and Title IV Authorizations is designed to help you comply with the Title IV regulations for federal financial aid. This workbook will involve SCT Banner Accounts Receivable, Student, and Financial Aid modules.

Flow diagram

This diagram highlights the processes used within the overall Accounts Receivable process.



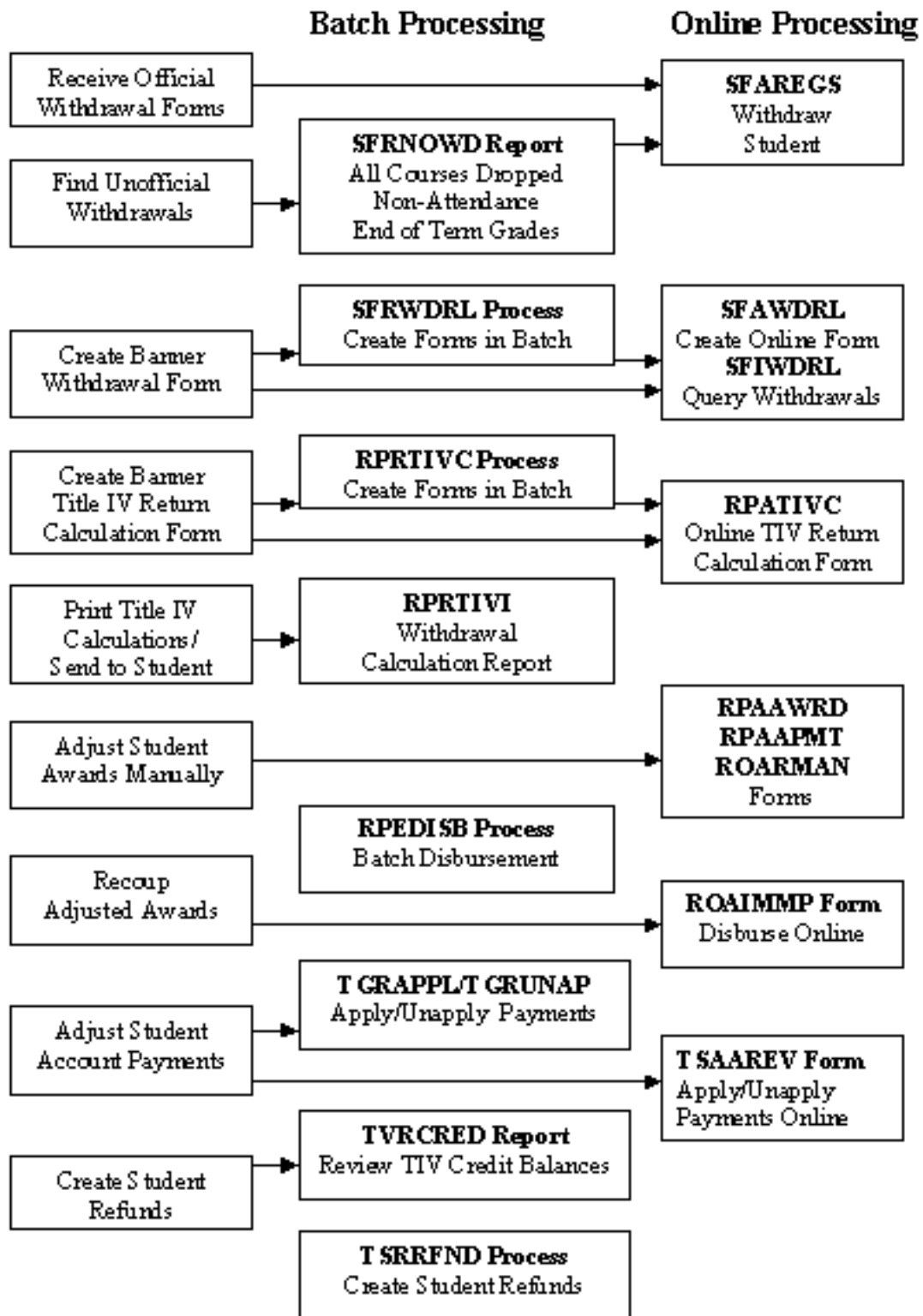
Topics

- Identify Title IV, institutional charges, and manual refund detail codes
- Record authorizations from students to authorize use of Title IV aid to pay non-allowable charges, prior year minor institutional charges, and hold excess Title IV aid for future use
- Allow application of payments to pay only allowable charges or to pay all charges based on authorization
- Define break periods within enrollment
- Identify original charges required for return calculations

Terminology

Title IV Aid	Loans and grants funded by the Federal Government under regulations initially established by the Higher Education Act of 1965 and as amended.
Reauthorization	Periodic review, modification, continuation of a federal program. Title IV was last reauthorized in 1998 with significant changes to the required handling of aid if a student withdraws from all classes.
Break Period	A period of at least five consecutive days during which no academic activity occurs, which may include weekends, holidays, vacations, etc.
Enrollment Period	The period of time (measured in days for Credit Hour programs and hours for Clock Hour programs) for which students that complete an academic program are enrolled. Excludes break periods of five or more consecutive days.
Leave of Absence	Periods in which a student is excused from attendance with prior approval. Regulations define criteria for approving a leave of absence.
Period of Attendance	The period of time a student actually attends prior to withdrawal, excluding approved leave of absence and break periods of five or more consecutive days.
Percent Completed	Period of Attendance/Enrollment Period as a percentage rounded to one decimal.
Institutional Charges	Assessments, which are made to students as a requirement for attendance in an academic program (for example, Tuition, Fees, Room, Board).
Other Institutional Costs	Additional amounts not billed through Accounts Receivable, which are considered as required for attendance (for example, required lab equipment which all students must purchase off campus).

Title IV – Return of Funds – Flow Chart



Section B: Set Up

Overview

Purpose The purpose of this section is to outline the set-up process and detail the procedures to set up your SCT Banner system to handle Title IV processing at your institution.

Intended audience Accounts Receivable Office Administrators.

Objectives At the end of this section, participants will be able to

- set up Title IV forms and validation tables
- identify Title IV recipients who have formally withdrawn or are no longer in attendance
- determine the amount of Title IV aid that should be returned to the Title IV program by the institution and/or the student
- return Title IV credits or authorizations.

Prerequisites To complete this section, participants should have

- completed the SCT Education Practices computer-based training (CBT) tutorial “Banner 7.x Fundamentals: Navigation and Forms,” or have equivalent experience navigating in the SCT Banner system
- knowledge of Title IV and T1098 Federal Regulations
- a minimum working knowledge of SQL for building rules
- administrative rights to create the rules and set the validation codes in SCT Banner.

In this section These topics are covered in this section.

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Setting Up SCT Banner Accounts Receivable for Title IV

Introduction

Before you can begin using the Accounts Receivable portion of the Return of Title IV Funds and Title IV Authorizations, you must perform setup procedures in the SCT Banner Accounts Receivable, Financial Aid, and Student products.

Handling detail codes

SCT Banner only applies Title IV payments to charge detail codes that are designated as institutional charges or refunds on the Detail Code Control Form (TSADETC), unless otherwise authorized.

The following lesson will demonstrate how to define a charge detail code as an institutional charge, a payment detail code as a Title IV payment, and a detail code to generate an automatic refund.

Banner form

The screenshot displays the 'Detail Code Control Form - Student TSADETC 7.0 (C700)'. It contains three sections for different detail codes:

- ACTF (Activity Fee):** Type: C, Category: FEE, Grant Type: 999, Priority: 999. Checkboxes: Direct Deposit, Refundable, Receipt, Term Based, Like Term, Like Aid Year, GL Enterable, Active, Pay Type: N, Tax Type: Title IV, Institutional Charges, Exclude Invoice Print. Defaults: Amount: 75.00.
- ADEP (Apartment Damage Deposit):** Type: P, Category: DEP, Grant Type: 000, Priority: 000. Checkboxes: Direct Deposit, Refundable, Receipt, Term Based, Like Term, Like Aid Year, GL Enterable, Active, Pay Type: N, Tax Type: Title IV, Institutional Charges, Exclude Invoice Print. Defaults: Amount: 700.00.
- AMEX (American Express Payment):** Type: P, Category: CSH, Grant Type: 000, Priority: 000. Checkboxes: Direct Deposit, Refundable, Receipt, Term Based, Like Term, Like Aid Year, GL Enterable, Active, Pay Type: C, Tax Type: Title IV, Institutional Charges, Exclude Invoice Print. Defaults: Amount: (blank).

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Detail Code Control Form (TSADETC).
2	Perform an Insert Record function.
3	Enter a Detail/Charge Payment code in the Detail Code field.
4	Enter a description (Institutional Charge) in the Description field.
5	Enter C in the Type field.
6	Click the Search icon in the Category field and select a valid category.
7	Enter 999 in the Priority field.

Continued on the next page

Setting Up SCT Banner Accounts Receivable for Title IV, Continued

Procedure, continued

Step	Action
8	Select the Institutional Charges checkbox. <u>Note:</u> You can use SCT's optional scripts to automatically define Title IV payment and institutional charge detail codes, if you are upgrading your current SCT Banner system. Do not use these scripts for an initial Banner installation.
9	Click the Save icon.

Procedure

Follow these steps to insert a payment detail code.

Step	Action
1	Perform an Insert Record function.
2	Enter a new code in the Detail Code field.
3	Enter a title (Payment) for this code in the Description field.
4	Enter <i>P</i> in the Type field.
5	Enter <i>FA</i> in the Category field.
6	Enter <i>000</i> in the Priority field.
7	Select the Title IV checkbox. <u>Note:</u> The Refundable checkbox will be automatically selected.
8	Select the Like Term checkbox if you want Title IV payments to pay off only charges from the same term.
9	Select the Like Aid Year checkbox if you want Title IV payments to pay off charges from any term within the aid year, with preference given to the matching term from the same aid year. <u>Note:</u> The aid year for each term is defined on STVTERM.
10	Fill out any other information for the detail code according to your institution's practices.
11	Click the Save icon.

Continued on the next page

Setting Up SCT Banner Accounts Receivable for Title IV, Continued

Procedure

Follow these steps to create a detail code for a refund.

Step	Action
1	Perform an Insert Record function.
2	Enter a Detail/Charge Payment code in the Detail Code field.
3	Enter a description in the Description field (Refund).
4	Enter <i>C</i> in the Type field.
5	Click the Search icon for the Category field and select a valid category.
6	Enter 999 in the Priority field.
7	Select the Refund Code checkbox.
8	Click the Save icon.
9	Click the Exit icon.

Setting Up SCT Banner Student for Title IV

Introduction

You must set up SCT Banner Student to use the Return of Title IV Funds and Title IV Authorizations. These steps include three basic tasks:

- set the Title IV original charge cutoff date and Title IV date source on SOATERM
- build withdrawal codes on the Student Withdrawal Status Code Validation Form (STVWDRL)
- designate withdrawal status codes on the Enrollment Status Code Validation Form (STVESTS)

Banner form

Procedure

The following exercise will demonstrate how to set the original charge cutoff date.

Step	Action
1	Access the Term Control Form (SOATERM).
2	Double-click on the Term field and select an existing term.
3	Perform a Next Block function.
4	Enter a date in the Original Charge Cutoff Date field. <u>Note:</u> The default value for this field is the first day of the term as defined on STVTERM. It can be changed.

Continued on the next page

Setting Up SCT Banner Student for Title IV, Continued

Procedure, continued

Step	Action
5	Select the appropriate dates to use for Title IV processing in the Title IV Date Source radio group. <u>Note:</u> For a term, the default value comes from STVTERM. For part of term, the default dates come from the Part of Term and Web Registration Controls window of STVTERM.
6	Perform a Next Block function.
7	Enter information for Part of Term 1.
8	Click Save .
9	Click Exit .

Continued on the next page

Setting Up SCT Banner Student for Title IV, Continued

Introduction

You will also need to set up original term charges on Housing Term Control Form (SLATERM). The intent of the Housing Term Control Form is to allow for the control of certain housing assignment and assessment attributes. These attributes include the ability to permit assignments, the ability to assess housing, meal plan, and phone assessments, the effective date to be used for the assessments, and the roommate sequence number.

Note: An entry must be made on the Term Code Validation Form (STVTERM) prior to creating information on this form. This data must be entered prior to creating housing assignments and assessing fees.

Banner form

The screenshot shows a web browser window titled "Housing Term Control SLATERM 7.0". The form contains the following elements:

- Term:** A dropdown menu.
- Housing Term Control** section:
 - Permit On-Line Assignments
 - Allow On-Line Fee Assessment
- Fee Assessment Effective Date:** A date input field with a calendar icon.
- Original Charge Cutoff Date:** A date input field with a calendar icon.
- Roommate Sequence Number:** A numeric input field.

Procedure

Follow these steps to set up original term charges.

Step	Action
1	Access the Housing Term Control Form (SLATERM).
2	Select a term in the Term field.
3	Perform a Next Block function.
4	Click the Permit On-Line Assignments checkbox.
5	Click the Allow On-Line Fee Assessment checkbox.
6	Enter a date in the Fee Assessment Effective Date field.
7	Enter a date in the Original Charge Cutoff Date field.
8	Enter a number in the Roommate Sequence Number field. <u>Note:</u> This should be higher than the number on file.
9	Click the Save icon.
10	Click the Exit icon.

Continued on the next page

Setting Up SCT Banner Student for Title IV, Continued

Banner form

Procedure

Follow these steps to build withdrawal status codes with STVWDRL.

Step	Action
1	Access the Student Withdrawal Status Code Validation Form (STVWDRL).
2	Click the TIV Update Ind checkbox for <i>Official Withdrawal</i> , <i>Unofficial WD Mid</i> , and <i>Unofficial WD Discretionary</i> .
3	Select the Period Midpoint Ind checkbox for <i>Unofficial WD Mid</i> .
4	Make sure both the TIV Update Ind and the Period Midpoint Ind indicators are unchecked for <i>Withdrawal Query Calculation</i> , <i>Student Intent to Withdraw</i> , and <i>Student Withdrawal in Progress</i> .
5	Click the Save icon.
6	Click the Exit icon.

Continued on the next page

Setting Up SCT Banner Student for Title IV, Continued

Introduction

This form is used to provide a method for institutions to define break periods within the period of enrollment or term. A break period less than five calendar days is considered part of the period of enrollment. A break period that is equal to or more than five calendar days is not counted as part of the period of enrollment. SCT Banner uses the break periods defined for the term to determine the percent attended when a student withdraws from the institution. Break days will be determined as entered on SOATBRK and the SORTBRK table on a term basis. All consecutive calendar days (including weekends) must be entered within any vacation period for this feature to function correctly.

Example: Classes do not meet on weekends. Thanksgiving vacation days include Thursday, Friday, and the following Monday. A total of five calendar days – Thursday, Friday, Saturday, Sunday, and Monday – must be entered on SOATBRK.

The form will not:

- permit an overlap in dates for break periods, (that is, the start date cannot be between start and end of another period),
- allow consecutive break periods (records) to be entered, (that is, the start date cannot be end date plus one of another period), or
- permit break days to be entered as start and end dates of term.

The Student Withdrawal Form (SFAWDRL), where the Title IV withdrawal date is entered, will display the appropriate break days (greater than or equal to five consecutive days), and this value will be used to calculate the attend percentage

Continued on the next page

Setting Up SCT Banner Financial Aid for Title IV

Introduction

You must set up SCT Banner Financial Aid to use the Return of Title IV Funds and Title IV Authorizations. These steps also include three tasks:

- set up options for the return of Title IV funds
- decide whether your institution will round amounts to dollars or cents
- decide whether your institution will optionally return students' amount of financial aid

Banner form

Set up options

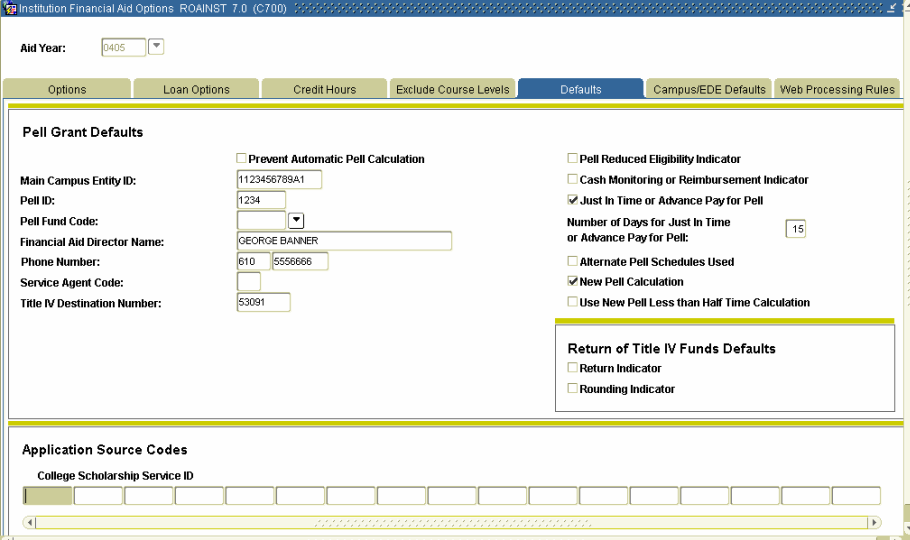
The following exercise will demonstrate how to set up options for return of Title IV Funds.

Step	Action
1	Access the Institution Financial Aid Options Form (ROAINST).

Continued on the next page

Setting Up SCT Banner Financial Aid for Title IV, Continued

Procedure, continued

Step	Action
2	<p>Select the Defaults tab.</p> 
3	<p>Select the Return Indicator field if your institution will return the student's portion of Title IV awards.</p>
4	<p>Select the Rounding Indicator field if your institution will round the return amounts to dollars (and not cents).</p> <p>If your institution has multiple campuses, you can choose different return and rounding values for each campus by selecting the Campus/EDE Defaults tab and setting the Return of Title IV Funds indicator fields appropriately.</p>
5	<p>Click the Save icon.</p>
6	<p>Click the Exit icon.</p>

Self Check

Directions Use the information you have learned in this workbook to complete this self check activity.

Question 1 What must be done prior to using the Accounts Receivable portion of the Return of Title IV Funds and Title IV Authorizations?

Question 2 Which form do you use to define detail codes, and designate them as institutional charges or refunds?

Question 3 What three basic tasks must be completed in order to use the Return of Title IV Funds and Title IV Authorizations with SCT Banner Student?

Question 4 Name one of the forms used to set the Title IV original charge cutoff date?

Question 5 What form is used to build withdrawal codes?

Question 6 What form is used to designate withdrawal status codes?

Question 7 What three basic tasks must be completed in order to use the Return of Title IV Funds and Title IV Authorizations with SCT Banner Financial Aid?

Continued on the next page

Self Check, Continued

Question 8 What form do you use to setup Banner Financial Aid to use the Return of Title IV Funds and Title IV Authorizations?

Question 9 Which field on this form is used to indicate that your institution will return the student's portion of Title IV awards?

Answer Key for Self Check

-
- Question 1** What must be done prior to using the Accounts Receivable portion of the Return of Title IV Funds and Title IV Authorizations?
- Before you can begin using the Accounts Receivable portion of the Return of Title IV Funds and Title IV Authorizations, you must perform setup procedures in the SCT Banner Accounts Receivable, Banner Financial Aid, and Student products.**
-
- Question 2** Which form do you use to define detail codes, and designate them as institutional charges or refunds?
- The Detail Code Control Form (TSADETC)**
-
- Question 3** What three basic tasks must be completed in order to use the Return of Title IV Funds and Title IV Authorizations with SCT Banner Student?
- **Set the original charge cutoff date and date source**
 - **Build withdrawal codes**
 - **Designate withdrawal status codes**
-
- Question 4** Name one of the forms used to set the Title IV original charge cutoff date?
- The Term Control Form (SOATERM) – for Registration (and/or the Housing Term Control (SLATERM)).**
-
- Question 5** What form is used to build withdrawal codes?
- The Student Withdrawal Status Code Validation Form (STVWDRL)**
-
- Question 6** What form is used to designate withdrawal status codes?
- The Enrollment Status Code Validation Form (STVESTS)**
-

Continued on the next page

Answer Key for Self Check, Continued

-
- Question 7** What three basic tasks must be completed in order to use the Return of Title IV Funds and Title IV Authorizations with SCT Banner Financial Aid?
- **Set up options for the return of Title IV funds.**
 - **Decide whether your institution will round amounts to dollars or cents.**
 - **Decide whether your institution will optionally return students' amount of financial aid.**
-
- Question 8** What form do you use to setup Banner Financial Aid to use the Return of Title IV Funds and Title IV Authorizations?
- The Institution Financial Aid Options Form (ROAINST)**
-
- Question 9** Which field on this form is used to indicate that your institution will return the student's portion of Title IV awards?
- The Return Ind field**
-

Section C: Day-to-Day Operations

Overview

Introduction The purpose of this section is to explain the day-to-day or operational procedures to return Title IV funds and Title IV Authorizations at your institution.

Intended audience Accounts Receivable Office Staff.

Objectives At the end of this section, participants will be able to

- identify Title IV recipients who have formally withdrawn or are no longer in attendance
- determine that amount of Title IV aid that should be returned to the Title IV program by the institution and/or the student
- return Title IV credits or authorizations.

Prerequisites To complete this section, participants should have

- completed the SCT Education Practices computer-based training (CBT) tutorial “Banner 7.x Fundamentals: Navigation and Forms,” or have equivalent experience navigating in the SCT Banner system
- knowledge of Title IV and T1098 Federal Regulations.

Participants will also need to ensure that the rules and validation codes in SCT Banner needed for disbursement have been set up for them.

In this section These topics are covered in this section.

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Maintaining Original Charges

Introduction

It is important to know the total original charges assessed to the student and the withdrawal status to calculate the return of Title IV funds.

SCT Banner uses the original charge cutoff date to determine original charges entered on the following forms:

- Student Course Registration Form (SFAREGS)
- Meal Assignment Form (SLAMASG)
- Phone Assignment Form (SLAPASG)
- Room Assignment Form (SLARASG)

and on the following processes:

- Batch Fee Assessment Process (SFRFASM)
- Batch Room/Meal/Phone Assess Process (SLRFASM)
- Batch Fee Assessment (Mod) Process (SFRFAS1)

In addition, charges that are assessed via the Web or Voice Response are also subject to the original charge cutoff dates established on Term Control Form (SOATERM) and Housing Term Control Form (SLATERM).

Continued on the next page

Maintaining Original Charges, Continued

Banner form

Change an existing charge

Follow these steps to change an existing charge to an original charge.

Notes: If there is no withdrawal record for the student, you are free to update the Original Charge indicator via Accounts Receivable forms.

Once a withdrawal record exists for a student, you can only update the Original Charge indicator by using the Student Withdrawal Form (SFAWDRL).

Step	Action
1	Access the Student Account Detail Form (TSADETL).
2	Select a student ID in the ID field.
3	Perform a Next Block function.
4	Enter a detail code in the Detail Code field (or click the Search icon to select an existing one).
5	Enter the charge or payment amount in the Amount field.
6	Enter an existing term in the Term field.

Continued on the next page

Maintaining Original Charges, Continued

Procedure, continued

Step	Action
7	Select the Original Charge checkbox next to the charge you would like to mark as Original.
8	Click the Save icon.
9	Click the Exit icon.
	<u>Note:</u> Existing charges may also be manually changed to Original Charges on the Accounts Receivable Detail Review Form (TSAAREV).

Maintaining the Withdrawal Status of Students

Introduction

For Title IV processing, you need to be able to find all of the students who have withdrawn from a term. Sometimes students may drop all their classes but do not officially withdraw, or do not participate in all the classes during the term which grades have been submitted for them.

You can use the Withdrawal Pending Status Change Report (SFRNOWD) to locate these students. After you have located the students who have withdrawn, your next step is to withdraw them as you normally would, using the Student Course Registration Form (SFAREGS).

For Title IV purposes, you need to create a withdrawal record once you have withdrawn the student using SFAREGS. You can create this record by using either the Student Withdrawal Form (SFAWDRL) or the Withdrawn Student Report (SFRWDRL).

Withdrawal status components

Maintaining the withdrawal status of students has three components:

- locate the students (using SFRNOWD).
- withdraw the students (using SFAREGS).
- create withdrawal records (using either SFAWDRL or SFRWDRL).

Banner form

The Withdrawal Pending Status Change Report (SFRNOWD)

The screenshot shows the Banner form for the Withdrawal Pending Status Change Report (SFRNOWD). The form is titled "Process Submission Controls GJAPCTL 7.0 (C700)". It includes the following sections:

- Process:** SFRNOWD (dropdown) and Withdraw Pending Status Change (text field).
- Parameter Set:** (dropdown)
- Printer Control:** Printer: (dropdown), Special Print: (text field), Lines: 55 (text field), Submit Time: (text field).
- Parameter Values:** A table with columns for Parameters and Values.


	Parameters	Values
01	Term Code	
02	Student Level(s)	
03	Financial Aid Selection	T
04	Verify Enrollment	Y
05	Start Date	
06	End Date	
07	Verify History	N
08	Grade which reflects drop.	
- Submission:** Save Parameter Set as, Name: (text field), Description: (text field), Hold, Submit.

Continued on the next page

Maintaining the Withdrawal Status of Students, Continued

Procedure

Follow these steps to locate students who have zero enrollment hours but have not officially withdrawn, and whose grades indicate that they did not successfully complete a course.

Step	Action
1	Access the Withdrawal Pending Status Change Report (SFRNOWD).
2	Perform a Next Block function.
3	Enter <i>DATABASE</i> in the Printer field.
4	Perform a Next Block function.
5	Enter a term in the Term Code field.
6	Enter <i>UG</i> in the Student Level(s) field.
7	Enter <i>T</i> in the Financial Aid Selection field.
8	Enter <i>Y</i> in the Verify Enrollment field.
9	Enter <i>Y</i> in the Verify History field.
10	Enter <i>%</i> in the Campus Selection field.
11	Enter preferred Sort Order , (ID , Name , or Level). If you do not know the codes for any of the fields, select the Values Search icon.
12	Perform a Next Block function.
13	Click the Save icon.
14	From the Options menu, select Review Output [GJIREVO] , which will take you to the Saved Output Review Form. Note: If you do not know the codes for any of the fields, double-click the field to search for valid values. 
15	Double-click in the File Name field, and select <i>.lis</i> to view your report
16	Review the output.
17	Click the Exit icon.

Continued on the next page

Maintaining the Withdrawal Status of Students, Continued

Update Student Enrollment Status

After you determine that a student has withdrawn, you must update his/her enrollment status on the Student Course Registration Form (SFAREGS).

Banner form

The screenshot shows the SFAREGS 7.0 (C700) interface. At the top, there are fields for Term (200509), ID, Date (08-DEC-2004), and Holds. Below these are tabs for Registration, Student Term, Course, and Time Status. The 'Enrollment Information' section includes Status, Reason, Status Date, Acceptance, Maximum Hours, and Process Block. The 'Course Information' section is a table with columns: CRN, Subject, Course, Section, Grade Mode, Credit Hours, Bill Hours, Status, Level, Approval Recd, Override, Part of Term, Method of Instruction, Campus, Error Flag, and Status Type. At the bottom, there are fields for Fees, Date, Credit Hours, Bill Hours, and CEU Hours.

Procedure

Follow these steps to update enrollment status on the Student Course Registration Form (SFAREGS).

Step	Action
1	Access the Student Course Registration Form (SFAREGS).
2	Enter a term in the Term field.
3	Make sure that the Date field contains a value within the term you specify.
4	Choose an ID from the Withdrawal Pending Status Report above.
5	Perform a Next Block function.
6	Click the Search icon for the Status field, and select an appropriate code for a withdrawn status.
7	Click the Save icon.
8	Click the Exit icon.

Continued on the next page

Maintaining the Withdrawal Status of Students, Continued

Create withdrawal records

Additional information from the Student and Accounts Receivable systems are used to create records needed to calculate Title IV aid. You use the Student Withdrawal Form (SFAWDRL) to get the additional information.

Banner form

Procedure

Follow these steps to get the additional information.

Step	Action
1	Access the Student Withdrawal Form (SFAWDRL).
2	Enter a student ID in the ID field.
3	Double-click in the Term field, and select an existing term.
4	Perform a Next Block function.
5	Double-click in the Withdrawal Code field, and select a withdrawal status code. <u>Note:</u> The default withdrawal status code will appear if a value was associated with it on the Enrollment Status Validation Form (STVESTS).
6	Enter an effective withdrawal date in the Effective Withdrawal Date field. <u>Note:</u> The effective withdrawal date must be between the enrollment start date and the enrollment end date.

Continued on the next page

Maintaining the Withdrawal Status of Students, Continued

Procedure, continued

Step	Action
7	Select the Title IV Record Indicator checkbox. <u>Note:</u> If your institution does not use Banner Financial Aid, then you may select this checkbox to indicate that the student is a Title IV recipient.
8	Review the calculations in the rest of the fields on the form. <u>Note:</u> SCT Banner uses this information to calculate the amount of Title IV aid a student received.
9	Enter any other costs required for the student to participate in his/her program that have not been assessed through the Accounts Receivable System.
10	Enter " <i>This was a transfer student</i> " in the Comment field.
11	Perform a Next Block function.
12	Make sure the Original Charge assessments required for the program are selected.
13	Make sure any adjustment entries for the withdrawal corrections are not selected. <u>Note:</u> Totals will be adjusted as the status of a checkbox is changed. Original charge amounts should reflect the amount the student would have to pay in order to be enrolled in the program. This amount will be used to calculate the return of Title IV funds.
14	Click the Save icon.
15	Click the Exit icon.

Calculating Title IV Repayment Amounts

Introduction

You can use either the Return of Title IV Funds Calculation Form (RPATIVC) or the Return of Title IV Funds Calculation Process (RPRTIVC) to calculate a student's Title IV repayment.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Return of Title IV Funds Calculation Form (RPATIVC).
2	Select an ID for a student who has been awarded/disbursed Title IV aid and has been totally withdrawn from the institution in the ID field.
3	Perform a Next Block function.
4	Choose <u>Simulation Mode</u> from the Options menu to perform the calculation for review purposes only.
5	Make changes to the amounts in the Eligible Disbursement and Disbursed fields.
6	Enter <i>Y</i> in the Fund Lock field to view the calculation (SCT Banner will not save the adjusted calculation).
7	Click the Save icon. <u>Note:</u> Always perform the first calculation in <i>Simulation</i> mode. It is important that you confirm that the student meets all other eligibility criteria to receive any “not disbursed” amount.

Maintaining Title IV Authorization Codes

Introduction

When creating a new authorization, you must create authorization records for students on the TVRAUTH table. To do so, you can use the Authorization Maintenance Form (TVAAUTH). If you want to change the status of an existing authorization code, you can also use TVAAUTH. It will allow you to create new authorizations, change authorized statuses to rescinded, and rescinded statuses to authorize.

Banner form

Procedure

Follow these steps to create new authorizations for a single student.

Step	Action
1	Access the Authorization Maintenance Form (TVAAUTH).
2	Select an ID , clicking the field's Search icon if necessary.
3	Perform a Next Block function.
4	Double-click in the Authorization Code field and select an authorization code. Leave <i>authorized</i> in the Status field.
5	Click the Save icon.

Continued on the next page

Maintaining Title IV Authorization Codes, Continued

Procedure

Follow these steps to change the status of an existing authorization code.

Step	Action
1	Access the Authorization Maintenance Form (TVAAUTH).
2	Enter the student ID in the ID field.
3	Perform a Next Block function.
4	Perform an Insert Record function.
5	Enter a code in the Authorization Code field.
6	Select a status in the Status field.
7	Enter a date in the Start Date field. <u>Note:</u> The start date must be greater than the most recent existing start date for the code, as well as the system date for existing records of that type. SCT Banner will change the end date of the next most recent status for the code to the start date of the record you just created.
8	Click the Save icon.
9	Click the Exit icon.

Applying Title IV Payments

Introduction

Payments are applied using the Application of Payments Process (TGRAPPL). For information about using this process, refer to *Using SCT Banner Accounts Receivable*. Title IV credits will apply to institutional charges unless otherwise authorized. You can use this process to apply Title IV payments prior to payments of other priority by setting Parameter 05 “Apply Title IV First” to *Y*.

Banner form

The screenshot shows the Banner form for the Application of Payments Process (TGRAPPL). The form is titled "Process Submission Controls GJAPCTL 7.0 (C700)". It includes the following sections:

- Process:** TGRAPPL, Application of Payment
- Parameter Set:** [Empty]
- Printer Control:** Printer: [Empty], Special Print: [Empty], Lines: 55, Submit Time: [Empty]
- Parameter Values:**

Parameters	Values
01 ID Number	[Empty]
02 Apply Refund to any priority	Y
03 Apply Neg Chg to any priority	Y
04 Apply Cont/Expt Credits	C
05 Apply Title IV first	Y
06 Apply Aid to Future Term	Y
07 Apply Other to Future Term	Y
08 Order by Term	1
- Submission:**
 Save Parameter Set as, Name: [Empty], Description: [Empty], Hold, Submit

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Application of Payment process (TGRAPPL).
2	Perform a Next Block function.
3	Enter <i>DATABASE</i> in the Printer field.
4	Perform a Next Block function.
5	Enter <i>Y</i> for parameter “ 05 Apply Title IV first ” in the Values field. Changing this value to “ <i>Y</i> ” will indicate that Title IV credits should be handled first.
6	Enter appropriate values in other parameters
7	Perform a Next Block function.
8	Click the Save icon.
9	Select <u>Review Output [GJIREVO]</u> from the Options menu.
10	Double-click in the File Name field.
11	Select <i>.lis</i> to view your report.
12	Review your report.
13	Click the Exit icon.

Unapplying Title IV Payments

Introduction

If you want to unapply charges and payments automatically, you need to enter values for TGRUNAP as you normally do, using the following settings for parameters one and two.

Banner form

Process: TGRUNAP Unapplication Of Payment Parameter Set:

Printer Control
 Printer: Special Print: Lines: 55 Submit Time:

Parameters	Values
01 Run Mode (S , U , B)	S
02 Unapply Automatically Y or N	N
03 Selection Identifier	
04 Application Code	
05 Creator ID	
06 User ID	
07 Term Code	
08 Applied Date	

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
 Enter Run mode as (S)select (U)unapply (B)both

Submission
 Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to unapply charges and payments automatically.

Step	Action
1	Access the Unapplication of Payment process (TGRUNAP).
2	Perform a Next Block function.
3	Enter <i>DATABASE</i> in the Printer field.
4	Perform a Next Block function.
5	Enter <i>B</i> in the Values field for Parameter “ 01 Run Mode ”.
6	Enter <i>Y</i> in the Values field for Parameter “ 02 Unapply Automatically ”.
	<u>Note:</u> ‘ <i>Select</i> ’ mode will only place the records in the collector table. ‘ <i>Both</i> ’ mode will place the records in the collector table and then unapply the transactions.

Continued on the next page

Unapplying Title IV Payments, Continued

Procedure, continued

Step	Action
7	Perform a Next Block function.
8	Select the Save Parameter Set as checkbox.
9	<p>Click the Save icon.</p> <p><u>Note:</u> When you run the process, SCT Banner will then add records to the collector table for students whose accounts have one or more of the following criteria:</p> <ul style="list-style-type: none"> • A credit balance transaction and a debit balance transaction with no unapplication transaction since the credit was created • A Title IV transaction with a credit balance and a non-Title IV transaction that has been applied to institutional charges • A reversal transaction that needs to be re-applied
10	From the Options menu, select Review Output [GJIREVO] .
11	Double-click in the File Name field.
12	Select .lis to view your report.
13	Review your report.
14	<p>Click the Exit icon.</p> <p><u>Note:</u> Once TGRAPPL has been run in <i>Unapply</i> or <i>Both</i> mode, the records will be deleted from the table.</p>

View collector table information

To view the information stored in the collector table (TBRRQST), run TGRAPPL in *Select* mode.

You can use the Mass Unapplication of Payment—Student Form (TSAMUNA) or the Mass Unapplication of Payment--Finance Form (TFAMUNA).

You can view the student records as well as the detailed application of payment information for each student. You can also add or remove records by using this form.

Refunding Title IV Funds to the Student

Introduction

Unless a student has given you authorization to hold Title IV credits, you must refund any Title IV overpayment to him/her within ten days. The Auto Refund Credit Amt-Student Process (TSRRFND) has the ability to look for a hold authorization code (HLD) that is attached to the student's ID in the authorization table. Also, SCT Banner will calculate a Title IV credit amount separately from other credits and/or account balances.

After you run the Refund Process (TSRRFND) in Flag mode, you will want to review the accounts that SCT Banner has selected before you disburse any refunds. You can use the Refund Review Form (TSARFND) to view any balances, pending credits, and pending refund amounts from a student's financial aid. You can also use this form to remove any students who you do not want to receive a refund at this time.

Banner form

The screenshot shows the Banner form interface. At the top, the title bar reads "Process Submission Controls GUAPCTL 7.0 (C700)". Below this, there are dropdown menus for "Process" (set to TVRCRED) and "Parameter Set". A text field contains "Students with Title IV Credit".

The "Printer Control" section includes a "Printer" dropdown, "Special Print" text field, "Lines" checkbox, and "Submit Time" text field.

The "Parameter Values" section is a table with two columns: "Parameters" and "Values".

	Parameters	Values
01	Student ID	
02	Sort Option	
03	Print one per page (Y/N)	N

Below the table, it specifies "LENGTH: 9 TYPE: Character O/R: Optional M/S: Single" and "Enter specific ID".

The "Submission" section at the bottom has a "Save Parameter Set as" checkbox, "Name" and "Description" text fields, and "Hold" and "Submit" radio buttons.

Procedure

Follow these steps to run this report after all credits have been applied via the Application of Payments Process (TGRAPPL).

Step	Action
1	Access the Students with Title IV Credit Report (TVRCRED).
2	Perform a Next Block function.
3	Enter <i>DATABASE</i> in the Printer field.
4	Enter <i>N</i> in the Values field for Parameter " 03 Print one per page ".
5	Perform a Next Block function.
6	Click the Save icon.
7	Click the Exit icon.

Continued on the next page

Refunding Title IV Funds to the Student, Continued

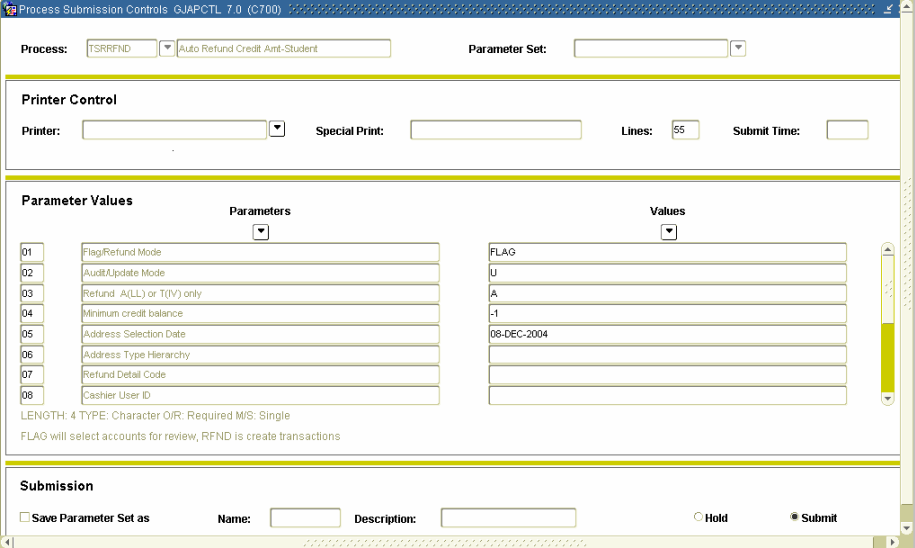
Procedure, continued

Step	Action
8	Select <u>Review Output [GJIREVO]</u> from the Options menu,
9	Double-click in the File Name field.
10	Select <i>.lis</i> to view your report.
11	Review your report.
12	Click the Exit icon.

Continued on the next page

Refunding Title IV Funds to the Student, Continued

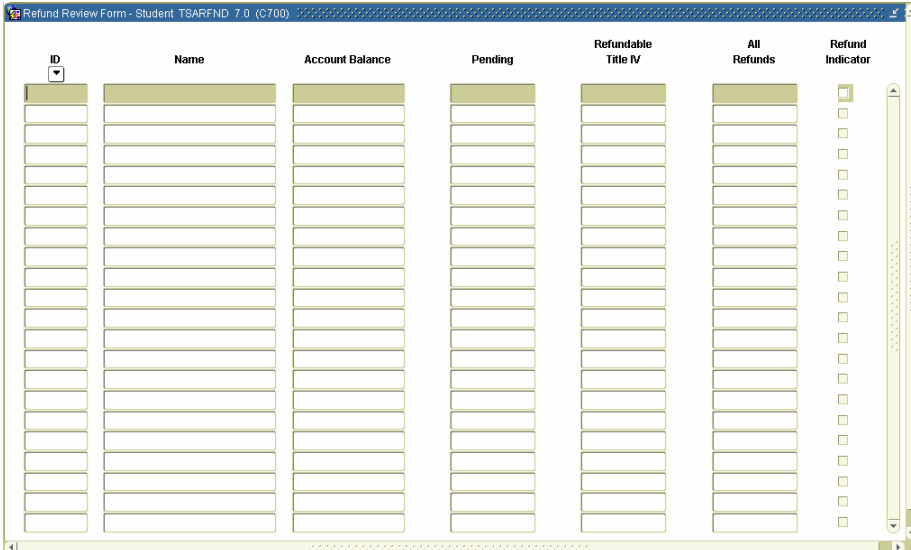
Refund Title IV Funds Follow these steps to complete the process.

Step	Action
1	<p>Access the Auto Refund Credit Amt-Student Process (TSRRFND).</p> 
2	Perform a Next Block function.
3	Enter <i>DATABASE</i> in the Printer field.
4	<p>Enter <i>T</i> in the Values field for Parameter 03, Refund A(LL) or T (IV) only. SCT Banner will refund only the Title IV credits.</p> <p><u>Note:</u> If you choose <i>A (All)</i>, then SCT Banner will refund the student's total credit balance, but the refund will not be less than the sum total of Title IV credits.</p>
5	Perform a Next Block function.
6	Click the Save icon.
7	Select <u>Review Output [GJIREVO]</u> from the Options menu.
8	Double-click in the File Name field.
9	Select <i>.lis</i> to view your report
10	Review your report.
11	Click the Exit icon.

Continued on the next page

Refunding Title IV Funds to the Student, Continued

Review Pending Refunds Follow these steps to complete the form.

Step	Action
1	<p data-bbox="508 426 1114 457">Access the Refund Review Form (TSARFND).</p>  <p>The screenshot shows a web browser window titled "Refund Review Form - Student TSARFND 7.0 (C700)". The main content is a table with the following columns: ID (with a dropdown arrow), Name, Account Balance, Pending, Refundable Title IV, All Refunds, and Refund Indicator (with checkboxes). The table contains approximately 20 rows of empty data fields.</p>
2	Review each record.
3	Click the Exit icon.

Self Check

Question 1 Why do you need to know the total original charges assessed to the student and the withdrawal status?

Question 2 What does SCT Banner use to determine original charges?

Question 3 Once a withdrawal record exists for a student, you can only update the Original Charge indicator by using the Student Withdrawal Form (SFAWDRL).

True or False

Question 4 Name one of the forms used to change an existing Charge to an Original Charge.

Question 5 Which report is used to locate students who have withdrawn?

Question 6 After you have located the students who have withdrawn, what form do you use to withdraw them?

Question 7 Additional information from the Student and Accounts Receivable systems can be used to create records needed to calculate Title IV aid. Which form is used to get the additional information?

Question 8 Which two forms can you use to calculate a student's Title IV repayment?

Continued on the next page

Self Check, Continued

Question 9 Which mode does SCT recommend that you always perform the first calculation in?

Question 10 What is the purpose of the Authorization Maintenance Form (TVAAUTH)?

Question 11 Which form do you use to change the status of an existing authorization code?

Question 12 Payments are applied using which process in SCT Banner?

Question 13 Title IV credits will apply to institutional charges unless otherwise authorized.

True or False

Question 14 Which process do you access to unapply payments in SCT Banner?

Question 15 If you want to unapply charges and payments automatically, what settings do you enter for parameters one and two?

Question 16 Unless a student has given you authorization to hold Title IV credits, you must refund any Title IV overpayments to him/her within how many days?

Question 17 What does the Auto Refund Credit Amt-Student Process (TSRRFND) have the ability to do?

Question 18 What is the purpose of the Refund Review Form (TSARFND)?

Answer Key for Self Check

-
- Question 1** Why do you need to know the total original charges assessed to the student and the withdrawal status?
- **To calculate the return of Title IV funds**
-
- Question 2** What does SCT Banner use to determine original charges?
- SCT Banner uses the original charge cutoff date to determine original charges.**
-
- Question 3** Once a withdrawal record exists for a student, you can only update the Original Charge indicator by using the Student Withdrawal Form (SFAWDRL).
- True.**
-
- Question 4** Name one of the forms used to change an existing Charge to an Original Charge.
- **The Student Account Detail Form (TSADETL)**
 - **The Accounts Receivable Detail Review Form (TSAAREV)**
-
- Question 5** Which report is used to locate students who have withdrawn?
- The Withdrawal Pending Status Change Report (SFRNOWD)**
-
- Question 6** After you have located the students who have withdrawn, what form do you use to withdraw them?
- The Student Course Registration Form (SFAREGS)**
-
- Question 7** Additional information from the Student and Accounts Receivable systems can be used to create records needed to calculate Title IV aid. Which form is used to get the additional information?
- The Student Withdrawal Form (SFAWDRL)**
-
- Question 8** Which two forms can you use to calculate a student's Title IV repayment?
- You can use either the Return of Title IV Funds Calculation Form (RPATIVC) or the Return of Title IV Funds Calculation Process (RPRTIVC) to calculate a student's Title IV repayment.**
-

Continued on the next page

Answer Key for Self Check, Continued

-
- Question 9** Which mode does SCT recommend that you always perform the first calculation in?
- Simulation mode**
-
- Question 10** What is the purpose of the Authorization Maintenance Form (TVAAUTH)?
- When creating a new authorization, you must create authorization records for students on the TVRAUTH table. To do so, you can use the Authorization Maintenance Form (TVAAUTH). The purpose of the form is to track if a student authorizes the use of Title IV funds to pay prior and/or future charges.**
-
- Question 11** Which form do you use to change the status of an existing authorization code?
- The Authorization Maintenance Form (TVAAUTH) will also allow you to create new authorizations, change authorized statuses to rescinded, and rescinded statuses to authorized.**
-
- Question 12** Payments are applied using which process in SCT Banner?
- The Application of Payments Process (TGRAPPL)**
-
- Question 13** Title IV credits will apply to institutional charges unless otherwise authorized.
- True.**
-
- Question 14** Which process do you access to unapply payments in SCT Banner?
- The Unapplication of Payment process (TGRUNAP)**
-
- Question 15** If you want to unapply charges and payments automatically, what settings do you enter for parameters one and two?
- Enter *B* in the “01 Run Mode” field. Enter *Y* in the “02 Unapply Automatically” field.**
-
- Question 16** Unless a student has given you authorization to hold Title IV credits, you must refund any Title IV overpayments to him/her within how many days?
- You must refund any Title IV overpayments to him/her within ten days.**
-

Continued on the next page

Answer Key for Self Check, Continued

Question 17 What does the Auto Refund Credit Amt-Student Process (TSRRFND) have the ability to do?

The Auto Refund Credit Amt-Student Process (TSRRFND) has the ability to look for a hold authorization code (HLD) that is attached to the student's ID in the authorization table.

Question 18 What is the purpose of the Refund Review Form (TSARFND)?

You can use the Refund Review Form (TSARFND) to view any balances, pending credits, and pending refund amounts from a student's financial aid before you disburse any refunds. You can also use this form to remove any students who you do not want to receive a refund at this time.

Section D: Reference

Overview

Introduction The purpose of this section is to provide reference materials related to the workbook.

In this section These topics are covered in this section.

Topic	Page
Set Up Forms and Where Used	D-2
Day-to-Day Forms and Set Up Needed	D-3
Forms Job Aid	D-4

Set Up Forms and Where Used

Introduction Use this table as a guide to the set up forms and the day-to-day forms that use them.

Set Up Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Detail Code Control Form	TSADETC	Student Account Detail Form	TSADETL
		Account Detail Review Form	TSAAREV
		Refund Review Form	TSARFND
		Application of Payment Process	TGRAPPL
		Mass Unapplication of Payment--Finance Form	TFAMUNA
		Mass Unapplication of Payment—Student Form	TSAMUNA
Term Control Form	SOATERM	Student Account Detail Form	TSADETL
		Account Detail Review Form	TSAAREV
		Refund Review Form	TSARFND
		Application of Payment Process	TGRAPPL
		Mass Unapplication of Payment--Finance Form	TFAMUNA
		Mass Unapplication of Payment—Student Form	TSAMUNA
		Student Course Registration Form	SFAREGS
		Student Withdrawal Form	SFAWDRL
		Return of Title IV Funds Calculation Form	RPATIVC
		Withdrawal Pending Status Change Report	SFRNOWD
Housing Term Control Form	SLATERM	Student Account Detail Form	TSADETL
		Account Detail Review Form	TSAAREV
Meal Assignment Form	SLAMASG	Student Account Detail Form	TSADETL
		Account Detail Review Form	TSAAREV
Phone Assignment Form	SLAPASG	Student Account Detail Form	TSADETL
		Account Detail Review Form	TSAAREV
Room Assignment Form	SLARASG	Student Account Detail Form	TSADETL
		Account Detail Review Form	TSAAREV

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Set Up Forms and Where Used, Continued

Introduction, continued

Set Up Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Student Withdrawal Status Code Validation Form	STVWDRL	Student Withdrawal Form	SFAWDRL
		Return of Title IV Funds Calculation Form	RPATIVC
		Withdrawal Pending Status Change Report	SFRNOWD
		Application of Payment Process	TGRAPPL
		Mass Unapplication of Payment--Finance Form	TFAMUNA
		Mass Unapplication of Payment—Student Form	TSAMUNA
Enrollment Status Code Validation Form	STVESTS	Student Course Registration Form	SFAREGS
		Student Withdrawal Form	SFAWDRL
		Withdrawal Pending Status Change Report	SFRNOWD
Enrollment Status Control Form	SFAESTS	Student Course Registration Form	SFAREGS
		Student Withdrawal Form	SFAWDRL
		Withdrawal Pending Status Change Report	SFRNOWD
Student Term Break Form	SOATBRK	Return of Title IV Funds Calculation Form	RPATIVC
Institution Financial Aid Options Form	ROAINST	Student Account Detail Form	TSADETL
		Application of Payment Process	TGRAPPL
Authorization Validation Form	TVVAUTH	Authorization Maintenance Form	TVAAUTH

Day-to-Day Forms and Set Up Needed

Introduction Use this table as a guide to the day-to-day forms and the set up forms needed for each.

Day-to-Day Form	Set Up Forms Needed
Student Account Detail Form (TSADETL)	<ul style="list-style-type: none"> • Detail Code Control Form (TSADETC) • Term Control Form (SOATERM) • Housing Term Control Form (SLATERM) • Meal Assignment Form (SLAMASG) • Phone Assignment Form (SLAPASG) • Room Assignment Form (SLARASG)
Account Detail Review Form (TSAAREV)	<ul style="list-style-type: none"> • Detail Code Control Form (TSADETC) • Term Control Form (SOATERM) • Housing Term Control Form (SLATERM) • Meal Assignment Form (SLAMASG) • Phone Assignment Form (SLAPASG) • Room Assignment Form (SLARASG)
Withdrawal Pending Status Change Report (SFRNOWD)	<ul style="list-style-type: none"> • Enrollment Status Code Validation Form (STVESTS) • Enrollment Status Control Form (SFAESTS) • Student Withdrawal Status Code Validation Form (STVWDRL) • Term Control Form (SOATERM)
Student Course Registration Form (SFAREGS)	<ul style="list-style-type: none"> • Enrollment Status Code Validation Form (STVESTS) • Enrollment Status Control Form (SFAESTS) • Term Control Form (SOATERM)
Student Withdrawal Form (SFAWDRL)	<ul style="list-style-type: none"> • Enrollment Status Code Validation Form (STVESTS) • Enrollment Status Control Form (SFAESTS) • Student Withdrawal Status Code Validation Form (STVWDRL) • Term Control Form (SOATERM)
Return of Title IV Funds Calculation Form (RPATIVC)	<ul style="list-style-type: none"> • Student Withdrawal Status Code Validation Form (STVWDRL) • Term Control Form (SOATERM)
Refund Review Form (TSARFND)	<ul style="list-style-type: none"> • Detail Code Control Form (TSADETC)
Authorization Maintenance Form (TVAAUTH)	<ul style="list-style-type: none"> • Authorization Validation Form (TVVAUTH)

Continued on the next page

Day-to-Day Forms and Set Up Needed, Continued

Introduction, continued

Day-to-Day Form	Set Up Forms Needed
Application of Payment Process (TGRAPPL)	<ul style="list-style-type: none"> • Student Withdrawal Status Code Validation Form (STVWDRL) • Term Control Form (SOATERM) • Detail Code Control Form (TSADETC)
Mass Unapplication of Payment--Finance Form (TFAMUNA)	<ul style="list-style-type: none"> • Student Withdrawal Status Code Validation Form (STVWDRL) • Term Control Form (SOATERM) • Detail Code Control Form (TSADETC)
Mass Unapplication of Payment—Student Form (TSAMUNA)	<ul style="list-style-type: none"> • Student Withdrawal Status Code Validation Form (STVWDRL) • Term Control Form (SOATERM) • Detail Code Control Form (TSADETC)
Students with Title IV Credit Report (TVRCRED)	<ul style="list-style-type: none"> • Application of Payment Process (TGRAPPL) must be run first.
Auto Refund Credit Amt-Student Process (TSRRFND)	<ul style="list-style-type: none"> • Application of Payment Process (TGRAPPL) must be run first.
Refund Review Form (TSAFND)	<ul style="list-style-type: none"> • Students with Title IV Credit Report (TVRCRED) must be run first

Forms Job Aid

Introduction Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

Form Name	Form Description	Owner
TSADETC	Detail Code Control Form	
SOATERM	Term Control Form	
SLATERM	Housing Term Control Form	
STVWDRL	Student Withdrawal Status Code Validation Form	
STVESTS	Enrollment Status Code Validation Form	
SFAESTS	Enrollment Status Control Form	
SOATBRK	Student Term Break Form	
ROAINST	Institution Financial Aid Options Form	
SLATERM	Housing Term Control Form	
SLAMASG	Meal Assignment Form	
SLAPASG	Phone Assignment Form	
SLARASG	Room Assignment Form	

Release Date

This workbook was last updated on 03/29/2005.
