Student Financials

SMT Process Review

February 21, 2008

PASSPORT
Student Administration Project
Working together for our student community
Summary of Key Process Changes

- Students will use Student’s ID to make payments rather than Social Security numbers.
- Each transaction will be identified by cashier.
- Student’s account data will cover a student’s entire academic career, not just one semester at a time.
- Student’s printout will show only the receipt of payment.
- Bursars will be able to view Financial Aid Awards and Grants on the student’s accounts.
- End of Day daily balancing reports will be done on campus rather than at the district.
- Form 1098–T’s are issued with values and can be printed from the Bursar’s office.
New Process Summary / Overview

Old Process:
A student can only be identified by social security number in all cashiering transactions.

New Process:
Students will use Student’s ID to make payments rather than Social Security.
Old Process:
Unable to trace Bursar’s Office personnel who receive and post payments.

New Process:
Each transaction will be identified by cashier and register used.
New Process Summary / Overview

Old Process:
Bursars can only view and post student’s payment on the current semester.

New Process:
Student’s account data will cover a student’s entire career, not just one semester at a time. Cashiers can select where charges can be applied.
Old Process:
Student's printout shows not only payment information but academic enrollment, instructors names, time and location of class.

New Process:
Student's printout will show only the receipt of payment. Students can use self service to view all other information.
New Process Summary / Overview

Old Process:
  Bursars complete end of day balancing the following day.

New Process:
  Bursars will generate the End of Day balance report at each campus.
Old Process:
Bursars have no access to Financial Aid grants and awards of individual students prior to disbursement of the actual award check.

New Process:
Bursars will be able to view Financial Aid Awards and Grants on the student’s accounts after they are posted.
Old Process:
Form 1098 – T’s are issued from the District but unable to print fees information.

New Process:
Form 1098- T’s can be issued from the Bursar’s office.
Critical Dependencies

- Financial Aid must place students in groups in order to accurately apply fee waivers.
- Student Records must matriculate and term activate a student in order for fees to be calculated.
- The student must tell the bursars if they are engaged in third party contracts – i.e. a student must declare if there is someone sponsoring them.