



Registration Fee Assessment Using Banner 7

Job Aid: Set Up Refunding Rules

Course Registration Status Form (SFARSTS)

The Registrar's and the Bursar's Offices will coordinate to set up refunding rules for drops and withdrawal based on the course registration status codes and dates previously defined in the Course Registration Status Dates block.

Banner form

Course Registration Status Form SFARSTS 7.3

Term: 200610 Fall 2005 200610 Part of Term: 1 Full Term

Course Registration Status Dates

Status	Description	Affected By Student Status	Start Date	End Date	Voice Response Indicator
DC	Drop Course	<input type="checkbox"/>	01-SEP-2004	31-DEC-2006	<input type="checkbox"/>
DD	Drop/Delete	<input type="checkbox"/>	01-SEP-2004	31-DEC-2006	<input type="checkbox"/>
DW	Web Drop/Delete	<input type="checkbox"/>	01-SEP-2004	31-DEC-2006	<input type="checkbox"/>
RE	**Registered**	<input type="checkbox"/>	01-SEP-2004	31-DEC-2006	<input type="checkbox"/>
RW	**Web Registered**	<input type="checkbox"/>	01-SEP-2004	31-DEC-2006	<input type="checkbox"/>
W2	WD Course-W/WF	<input type="checkbox"/>	01-SEP-2004	31-DEC-2006	<input type="checkbox"/>

Course Registration Status Refund Rules

Status	Start Date	End Date	Percentage Tuition Refund	Percentage Fees Refund
DC	23-AUG-2005	01-SEP-2005	100	100
DC	02-SEP-2005	10-SEP-2005	90	90

Registration status code; press LIST for valid codes.

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



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Job Aid: Set Up Refunding Rules (Continued)

Procedure

Follow these steps to build the course registration status refund rules for a term. The values used in the fields in these steps are the values that were demonstrated in the simulation.

Step	Action
1	Access the Course Registration Status Form (SFARSTS).
2	Enter <i>200610</i> in the Term field.
3	Enter <i>1</i> in the Part Of Term field.
4	Perform a Next Block function.
5	Scroll to <i>DC</i> in the Status field.
6	Enter <i>23-AUG-2005</i> in the Start Date field.
7	Enter <i>01-SEP-2005</i> in the End Date field.
8	Enter <i>100</i> in the Percentage Tuition Refund field.
9	Enter <i>100</i> in the Percentage Fees Refund field.
10	Click the Next Record icon.
11	Enter <i>02-SEP-2005</i> in the Start Date field.
12	Enter <i>10-SEP-2010</i> in the End Date field.
13	Enter <i>90</i> in the Percentage Tuition Refund field.
14	Enter <i>90</i> in the Percentage Fees Refund field.
15	Click the Save icon.
16	Click the Previous Block icon.
17	Scroll to <i>WC</i> in the Status field.
18	Perform a Next Block function.
19	Enter <i>11-SEP-2005</i> in the Start Date field.
20	Enter <i>21-SEP-2005</i> in the End Date field.
21	Enter <i>80</i> in the Percentage Tuition Refund field.
22	Enter <i>80</i> in the Percentage Fees Refund field.
23	Click the Next Record icon.
24	Enter <i>22-SEP-2005</i> in the Start Date field.
25	Enter <i>05-OCT-2005</i> in the End Date field.
26	Enter <i>70</i> in the Percentage Tuition Refund field.
27	Enter <i>70</i> in the Percentage Fees Refund field.
28	Click the Next Record icon.



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Job Aid: Set Up Refunding Rules (Continued)

Procedure, continued

Step	Action
29	Enter <i>06-OCT-2005</i> in the Start Date field.
30	Enter <i>14-OCT-2005</i> in the End Date field.
31	Enter <i>60</i> in the Percentage Tuition Refund field.
32	Enter <i>60</i> in the Percentage Fees Refund field.
33	Click the Save icon.
34	Click the Previous Block icon.
35	Scroll to <i>W2</i> in the Status field.
36	Perform a Next Block function.
37	Enter <i>15-OCT-2005</i> in the Start Date field.
38	Enter <i>25-OCT-2005</i> in the End Date field.
39	Enter <i>50</i> in the Percentage Tuition Refund field.
40	Enter <i>50</i> in the Percentage Fees Refund field.
41	Click the Save icon.
42	Click the Exit icon.