

Payment of Tuition and Fees

This document outlines the standard process for the payment of tuition and fees. In orange font, control measures outside of the standard process have been introduced to provide validation and verification steps that engage multiple stakeholders across the process, to introduce additional layers of oversight and management across a fundamentally human-led process.

Participants	Systems
ARO: Accounts Receivable Officer	ARO Portal: Accounts Receivable Operations Portal. This is the system that Accounts Receivable works in. DR/GCs upload a department sponsored student template into the ARO Portal and provide appropriate account numbers and dollar amounts for each student in their degree granting unit.
DR/GC: Department Representative/Graduate Coordinator	
TGC: Training Grant Coordinator	
FO: Fiscal Officer	ARIES/Banner: These are two companion systems that are responsible for student registration. These interface with Kualu Financial System (KFS). The ARO Portal connects to KFS through ARIES/Banner.
BO: Business Officer	
TGT: Training Grant Trainees	
PI/Co-PI(s): Principal Investigator and co-Principal Investigator(s)	
GC: Graduate Chair	KFS: Kualu Financial System. This is the financial management system for the university
GS: Graduate School	

The process of payment of tuition and fees for students supported on fellowship and training grants spans multiple units across CSU, including accounts receivable, academic departments, training grant staff, and the Graduate School. Ensuring accuracy and compliance with sponsor guidelines requires careful coordination across these various units and participants in the overall process. These control points help establish a robust system for verifying, validating, and ensuring the accuracy and compliance of training grant trainee tuition and fees paid from federally sponsored fellowship programs and training grants.

1. **Accounts Receivable Operations (ARO) Portal Opens:** Approximately one month prior to the beginning of each semester, an email is sent from ARO to all DR/GCs to notify them that the ARO portal is open. This email also serves as a notification that DR/GCs to upload the “Department Sponsored Student Template” in the degree granting units, prior to the first tuition bill date. This email also serves as a request to update the names and contact details for the DR/GCs, if these have recently changed.

Control Point: The DR/GC must ensure that the ARO has accurate contact information for the DR/GC role within their unit. If departmental roles change, the last preceding DR/GC should notify the ARO about the change in departmental point of contact. The unit Business Officer must validate completion of this step.

2. **Department Sponsored Student Template Document Creation and Validation:** DR/GCs will create the Department Sponsored Student Template document. This document is an excel file which lists all students whose tuition and fees are being paid for by a sponsor, which may include external (e.g., a federal agency, such as the National Science Foundation) or internal sponsors (e.g., the department). This list should be generated from enrollment information and

in discussion with the unit's Graduate Chair as well as with any TGCs responsible for training grants that support students in the unit. This document should include all TGT for whom the unit completing the Department Sponsored Student Template is their degree granting unit.

Control Point: DR/GC must validate their unit list with their unit Graduate Chair and/or Department Head and with any relevant TGCs.

Control Point: TGCs must generate and provide lists of students supported on their training grants to the DR/GC by two weeks prior to the semester start.

Control Point: The TGC must validate this list of supported students with the training grant PI and co-PIs, to ensure accuracy and completeness.

- 3. Uploading the Department Sponsored Student Template Document into the ARO Portal:** The DR/GCs will upload the Department Sponsored Student Template document in the ARO portal before the first tuition billing occurs, regardless of the start date for the semester.

Control Point: Unit BO must confirm that the DR/GC has submitted the Department Sponsored Student Template document in the ARO portal before the first tuition billing occurs.

- 4. Confirm Accuracy of Student List in ARO Portal:** 10 days after the semester student census occurs (please note: student census does not occur on a fixed date for each semester) the DR/GCs will be able to view their list of students in the ARO portal. Inside the ARO portal, the DR/GCs will first check this list for accuracy and completion of students to be included.
- 5. Generate Report from ARO Portal:** The DR/GC will generate an excel report from the ARO portal that lists the students currently in the portal. This report will be sent to all applicable TGCs.
- 6. Augment Report from ARO Portal with Account and Amount Information:** In the excel file, the TGCs will provide detailed information for the appropriate tuition and fee amounts to be charged and the associated accounts numbers for these charges and provide this information in the excel file to the DR/GC.

Control Point: TGC and DR/GC must work collaboratively on this step to ensure the information for each student supported on a training grant is provided on this report and is accurate and in accordance with sponsor guidelines.

- 7. Input Tuition, Fee, and Account Information.** The DR/GC will input the appropriate tuition and fee amounts to be charged and the associated accounts numbers for these charges. Please note, one student may have their tuition and fees split across multiple accounts. The DR/GC will also need to populate the associated object code for each account. The object code must be correct for the type of cost being associated to each charge. A complete listing of object codes is available at:

http://busfin.colostate.edu/Forms/CampusSvcs/Object_Code_Listing.pdf#zoom=100 . Failure to

apply the correct object code will result in the invoice being routed back to the DR/GCs to correct the object code.

8. **Departmental Invoice Generated:** Inside the ARO portal, a departmental invoice is generated for each identified account and its associated charges will route to the appropriate FO responsible for that account.
9. **Invoice Review and Approval:** The FO will review the charges for appropriateness and will either approve or deny the invoice. If denied, the invoice will be returned to the DR/GCs for correction. Please note, the FO may not have knowledge to check accuracy of the amounts being charged. They are reviewing for allowability of the expense. If the FO denies the invoice, the invoice will be returned inside the ARO portal to the DR/GCs. They may provide a comment in the portal explaining the decision. The DR/GC should then make the appropriate corrections and route to the appropriate FO for review and approval.

Control Point: The FO must review charges and determine appropriateness and allowability of the tuition and fees. Communication between FO and TGC is required to validate that the charges are appropriate for the training grant sponsored project account.

10. **Invoice Routes to Graduate School:** Upon FO approval of the invoice, the invoice then routes to the GS inside the ARO portal.
11. **Graduate School Review:** At the GS, they are reviewing the invoice for the correct object code (please see #7) inside the ARO portal. If the GS rejects the invoice due to incorrect object code, the invoice will be returned to the DR/GC for correction. Upon correction, the invoice will need to be rerouted to the appropriate account FO for their approval, and then, upon FO approval, to the GS for their review and approval.

Control Point: GS must review the invoice for accuracy of object code. The invoice is returned to DR/GC for correction if an inaccurate object code has been utilized.

12. **KFS Posting and Reconciliation:** Upon GS approval of the invoice, the ARO system connects with the ARIES/Banner system, which then in turn connects to KFS. The tuition and fee charges post to KFS and then are paid from the associated account.

Control Point: The FO must review and reconcile the KFS posting and confirm that the information in KFS is accurate. If inaccuracies are found, the FO must work with the TGC and DR/GC to make a correction.

Control Point: The TGC must pull a report from KFS on each training grant account associated with their training grant, to show all student tuition and fees paid from the account. The TGC must verify this report of payment with their list generated in #2.

13. **Correction of Missed Student(s):** If a TGC or DR/GC determines that tuition and/or fees were not paid for a student(s), then the DR/GC will need to add them into the ARO portal. Steps #5-9

will need to then be completed as described above. These late additions will need to be in the ARO portal and have steps #5-9 completed by the final tuition billing date.