

**Departmental
Guide
to
Banner,
TouchNet, and
Argos**

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Introduction to Banner/TouchNet/IRIS

Income/Expense

Waivers/FERPA

SECTION 1

GENERATION OF STUDENT CHARGES/PAYMENTS

When a student registers, charges are created in the student's *VolXpress* account for In-state Maintenance fee, Technology fee, Programs and Services-Primary, Programs and Services-Health, Library fee, Facility fee and Transportation fee. If the student is classified as an out-of-state student, a charge is also calculated for Out-of-State Tuition. Undergraduate students are also assessed a Study Abroad fee. The charges are based on the number of hours for which the student registers. Some courses carry special course fees. Examples are Golf, Bowling, Art, Chemistry, Biology, Music, Business, Nursing, Architecture and Engineering courses. The charge for these fees is generated when the student registers for one of these courses. Room and Board charges are added to the student's account prior to e-mailing the first *VolXpress* statement for the term provided the student has a signed contract. Room and Board charges are based on the student's contract with Residence Halls and Aramark Food Services. A student can begin the registration process months before the term actually begins. The Bursar's Office e-mails a *VolXpress* statement approximately two weeks before payment is due for the term. Payment is due two days before the first day of class. This allows the Bursar's Office to process all payments before cancellation of schedules from Priority Registration. Schedules are cancelled due to non-payment of fees, payment of less than 50% of fees due, etc. After Priority schedules are cancelled, the registration system is opened for Final Registration. Students who register during this period who were registered in the previous term or in Priority Registration will be assessed a Final Registration fee of \$20 to \$100.

Student's fees can be paid from various sources. A student may receive financial aid awarded through the Financial Aid Office in the form of grants, scholarships, fellowships and loans. This aid will show as pending aid on the student's *VolXpress* statement until financial aid is released to students approximately one week into the term. A student may also pay by check, e-check or credit card. Credit card payments are only accepted on the web at MyUTK.EDU. A student may be sponsored by an outside agency such as Tennessee Vocational Rehabilitation or by an on-campus sponsor such as the Athletic Department. These students are authorized in Banner as Contracts. These authorizations show on the student's *VolXpress* statement as a Contract Payment. A graduate student can also be on a departmental assistantship. There are four types of assistantships: graduate assistant, graduate teaching assistant, graduate teaching associate and graduate research assistant. Effective with Fall Semester, 2004, the process for charging graduate fee waivers changed. Many are now charged back to the student's department. A student must have at least one 25% FTE position to be eligible for a fee waiver. Out-of-state tuition for graduate waiver positions is charged to the Central Waiver Account E019005 using Banner detail codes EXGO or EXGN. In-state tuition is charged to the student's distribution Cost Centers or WBS Element listed on PA20 in IRIS or the Central Pool account depending on waiver rules defined in the Graduate Waiver section. The department may move the charge to another account after the charge has posted. Charges to the Central Pool account must be

approved by the Budget Director in the Office of the Chancellor and Provost. In-state maintenance is charged with detail codes EXGA and EXGI.

DISTRIBUTION OF INCOME

All charges associated with student accounts are identified in Banner by a Detail Code maintained by The Bursar’s Office. This table (TWADETC) list each charge (such as in-state maintenance) and the associated income/expense Funds, Cost Centers or WBS elements. It also includes other information necessary for the creation of financial transactions through Banner.

The screenshot displays the Oracle Fusion Middleware Forms Services interface for the TWADETC table. It shows two rows of configuration for different detail codes:

- Row 1: O/S Graduate Tuition (Detail Code: TG16)**
 - Type: C
 - Category: TUI
 - Grant Type: [Empty]
 - Priority: 999
 - Refund Code: [Empty]
 - Direct Deposit:
 - Refundable:
 - Receipt:
 - Active:
 - Term Based: (highlighted)
 - Aid Year Based:
 - Like Term:
 - Like Aid Year: (highlighted)
 - Like Period:
 - GL Enterable: (highlighted)
 - Pay Type: N
 - Tax Type: 01
 - Title IV:
 - Institutional Charges: (highlighted)
 - Exclude Invoice Print:
 - Payment History: (highlighted)
- Row 2: I/S Graduate Maintenance (Detail Code: TG17)**
 - Type: C
 - Category: TUI
 - Grant Type: [Empty]
 - Priority: 999
 - Refund Code: [Empty]
 - Direct Deposit:
 - Refundable:
 - Receipt:
 - Active:
 - Term Based:
 - Aid Year Based:
 - Like Term:
 - Like Aid Year:
 - Like Period:
 - GL Enterable:
 - Pay Type: N
 - Tax Type: 01
 - Title IV:
 - Institutional Charges:
 - Exclude Invoice Print:
 - Payment History:

Each row includes a 'Defaults' section with fields for Amount, Term, and Effective Date.

O/S Graduate Tuition is a Term-Based detail code. This means that the income can go to a different account number and GL code based on the Term of the charge.

FA = Fall Semester
 SU = Summer Semester

SP = Spring Semester
 MT = Summer Mini-Term

This allows for easier reporting of semester income.

Oracle Fusion Middleware Forms Services: Open > TWADETC

File Edit Options Block Item Record Query Tools Help

GL Interface TWADETC 8.3 (KBANPR)

Detail Code: **TG15** O/S Graduate Tuition Term-based Total Percent: 100
 Effective Date: 25-FEB-2011 Next Change Date: Aid Year-based

General Ledger Interface Information

Designator:	FA	Percent:	25
Account A:	A010500100F105000		
Account B:	A010500100F105011		
Designator:	FA	Percent:	99.75
Account A:	A010500100F105000		
Account B:	I010100126C800074		
Designator:	MT	Percent:	99.75
Account A:	A010500100F105000		
Account B:	I010100126C800075		
Designator:	MT	Percent:	25
Account A:	A010500100F105000		
Account B:	A010500100F105011		
Designator:	PY	Percent:	99.75
Account A:	A010500100F105000		
Account B:	I010100126C800000		

Allowance for Doubtful Accounts (ADA) is calculated before the income is posted to the income account. ADA is an account set up to protect the University against Bad Debts. The uncollectible accounts are written off against the ADA account. Any department for which the Bursar's Office charges and collects payment will be assessed an ADA Charge.

Financial Aid accounts are separated into regular payments and Aid-Year based payments. Aid-Year based payments are federal financial aid payments. They cannot be automatically applied to prior year charges. The student has the option to take any excess funds and apply them to prior balances. \$200 can be automatically applied to prior year balances if a student has a Prior Year PY authorization on TVAAUTH.

Authorization Code:	PY	Status:	Authorized	User ID:	DGLENN1
Start Date:	07-AUG-2012	End Date:	31-DEC-2099	Activity Date:	07-AUG-2012
Authorization Code:	TIV	Status:	Authorized	User ID:	SFORMAN2
Start Date:	22-AUG-2012	End Date:	31-DEC-2099	Activity Date:	22-AUG-2012

A TIV authorization allows Title IV financial aid to pay non-institutional charges such as VolCard transfers, Parking hang-tags, etc.

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: FPLS Federal Pell Grant

Type: P

Category: FA

Grant Type: []

Priority: 000

Refund Code: []

Direct Deposit

Refundable

Receipt

Active

Term Based

Aid Year Based

Like Term

Like Aid Year

Like Period

GL Enterable

Pay Type: F

Tax Type: SG

Title IV

Institutional Charges

Exclude Invoice Print

Payment History

Defaults

Amount: []

Term: []

Effective Date: []

Detail Code: FPLS Fed. Parent Loan for Student

Type: P

Category: PPL

Grant Type: []

Priority: 000

Refund Code: []

Direct Deposit

Refundable

Receipt

Active

Term Based

Aid Year Based

Like Term

Like Aid Year

Like Period

GL Enterable

Pay Type: F

Tax Type: []

Title IV

Institutional Charges

Exclude Invoice Print

Payment History

Defaults

Amount: []

Term: []

Effective Date: []

CY = Current Year
 FY = Future Year

PY = Prior Year

The account number normally differs by aid year. The account numbers are sent to the Bursar's Office by Sponsored Projects accounting each year. This is how the IRIS ledger postings are established. A charge or a payment must have a detail code with current IRIS account and GL numbers in order to be processed from Banner to IRIS.

Oracle Fusion Middleware Forms Services: Open > TWADETC

File Edit Options Block Item Record Query Tools Help

GL Interface TWADETC 8.3 (KBANPR)

Detail Code: FPLS Federal Pell Grant

Effective Date: 10-JUL-2012

Next Change Date: []

Term-based

Aid Year-based

Total Percent: 100

General Ledger Interface Information

Designator: CY **Percent:** 100

Account A: R019004175W443100

Account B: A017000243F270000

Designator: PY **Percent:** 100

Account A: R019004175W443100

Account B: A017000243F270000

Designator: FY **Percent:** 100

Account A: R019004193W443100

Account B: A017000243F270000

Payment Detail Codes can also be set up to apply to any term or year by not designating Term-Based, Aid Year Based or Title IV. See the detail code below set up for a web e-check.

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: **WECK** Web E-Check Payment

Type: **P**

Category: **ECK**

Grant Type: **000**

Priority: **000**

Refund Code: **000**

Direct Deposit

Refundable

Receipt

Active

Term Based

Aid Year Based

Like Term

Like Aid Year

Like Period

GL Enterable

Pay Type: **k**

Tax Type: **000**

Title IV

Institutional Charges

Exclude Invoice Print

Payment History

Defaults

Amount: **000**

Term: **000**

Effective Date: **000**

Oracle Fusion Middleware Forms Services: Open > TWADETC

File Edit Options Block Item Record Query Tools Help

Rollback

Detail Code: **WECK** Web E-Check Payment

Effective Date: **31-OCT-2010**

Next Change Date: **000**

Term-based

Aid Year-based

Total Percent: **100**

General Ledger Interface Information

Designator: **000** Percent: **100**

Account A: **A010500031 F105000**

Account B: **A015100034 F251000**

Designator: **000** Percent: **000**

The income hits the department's ledger the same day the charge hits the student's account. Fall charges are released to student's account around August 1, Spring charges December 1, Summer Mini-Term April 1 and Summer Term approximately May 15. Income is posted to IRIS daily with a detail code specific to the income account. For example, Undergraduate tuition's detail code is TU17. Below is an example of the ledger posting from IRIS.

You can look up each individual entry by the Document number. The daily transactions are posted as a ZA transaction.

University Ledger				
U019587	Non-dedicated income	The University of Tennessee		Reporting Period: 10-01-2012 to 10-31-2012
I010100023	RESIDNT ENRLMNT FEES	LEDGER		Reporting Status: Final
EXPENSES & INCOME POSTED THIS MONTH				
PostingDate	Document	G/LAcct	Description	Actuals
10-02-2012	2100041439	800074 TU17 I/S Undergraduate Maintenance		1,614.96
10-02-2012	2100041439	800074 TU17 I/S Undergraduate Maintenance		6,145.62-
10-03-2012	2100041537	800074 TU17 I/S Undergraduate Maintenance		11,359.54
10-03-2012	2100041537	800074 TU17 I/S Undergraduate Maintenance		1,875.10-
10-05-2012	2100042224	800074 TU17 I/S Undergraduate Maintenance		3,555.10-
10-08-2012	2100042297	800074 TU17 I/S Undergraduate Maintenance		260.15
10-09-2012	2100042376	800074 TU17 I/S Undergraduate Maintenance		4,205.46-
10-09-2012	2100042376	800074 TU17 I/S Undergraduate Maintenance		3,891.25

Individual document:

Document Overview - Display

Doc.Type : ZA (Banner Interface) Normal document
 Doc. Number 2100041439 Company Code UT Fiscal Year 2013
 Doc. Date 10/02/2012 Posting Date 10/02/2012 Period 04
 Calculate Tax
 Ref.Doc. 122761 K TU17
 Doc. Currency USD
 Doc. Hdr Text 201240 TU17

Itm	PK	Account	Acct short text	Amount	Cost Ctr	WBS elem.	Fund	Order	Text	Assign.	BusA	CoCd	Earmd Pnd
1	40	105000	ACCOUNTS RECEIVA...	6,161.00			A010500100		TU17 I/S Undergraduate Maintenan-	201240		UI	
2	40	800074	USER REVENUE 74	1,614.96	I010100023		I010100023		TU17 I/S Undergraduate Maintenan-	201240	1101	UI	
3	40	105011	A/R ALLOW DOUBTF...	4.04			A010500100		TU17 I/S Undergraduate Maintenan-	201240		UI	
4	50	105011	A/R ALLOW DOUBTF...	15.38-			A010500100		TU17 I/S Undergraduate Maintenan-	201240		UI	
5	50	105000	ACCOUNTS RECEIVA...	1,619.00-			A010500100		TU17 I/S Undergraduate Maintenan-	201240		UI	
6	50	800074	USER REVENUE 74	6,145.62-	I010100023		I010100023		TU17 I/S Undergraduate Maintenan-	201240	1101	UI	

EXPENSE TRANSACTIONS

Expense transactions processed in Banner are generated by payments to student accounts. They include financial aid awards, fee exemption payments and contract payments. Financial aid awards are posted to a student's account as a payment on the 3rd day of class each term. After that date, transactions are posted to the student's account daily as new or additional awards are made by the Financial Aid Office. Assistantships are posted to the student's account from IRIS. If a student is on IRIS with at least one 25% FTE position as a GA, GTA, TA or GRA, a exemption payment will be posted to the student's account when the student incurs a charge for

in-state maintenance and/or out-of-state tuition. If the student **HAS NOT** yet been added to IRIS payroll, he/she must be included in an email to the Bursar's Office requesting a deferment until the paperwork can be processed in Iris.

Graduate waiver/exemptions are posted to their respective E/R accounts with the detail codes of EXGI for GTA's, TA and GRA's in-state maintenance; EXGA for Graduate Assistant instate maintenance; EXGO for O/S Tuition for GTA's TA's and GRA's and EXGN for O/S Tuition for GA's. You can review on your ledger in **IRIS** by student. They are posted to ledgers on a monthly basis on a ZF transaction type.

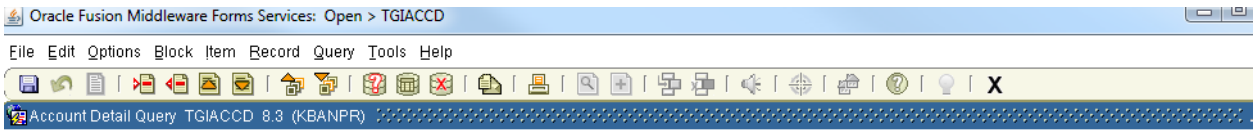
Grants & Subsidies					
08-31-2012	2100032035	444100		GA/GRA	7,584.00
08-31-2012	2100032529	444100		GA/GRA	3,006.00
08-31-2012	2100032823	444100		GA/GRA	3,006.00
08-31-2012	2100032935	444100		GA/GRA	3,006.00

Contract payments are posted to the ledgers daily beginning with the first day income is released. They will post on your ledger by detail code. You will need to go to Banner or ARGOS to obtain the list of students.

PostingDate	Document	G/LAcct	Description	Actual
08-15-2012	2100018988	443102	EFSF Exm Fees	189.00
08-15-2012	2100019095	443102	EFSF Exm Fees	711.00
08-17-2012	2100020177	443102	EFSF Exm Fees	237.00

You can go to **Banner** TGIACCD to list the students by using the assigned detail code such as EFSF for Football and the term. The term is based on year with 20 for Spring; 25 for Mini term; 30 for Summer and 40 for Fall.
Spring 2013 = 201320.

You would enter EFSF (Football Grant-in-aid) in the box under Detail Code in the ledger example above:



ID	Name	Detail Code	Description	Amount	Balance

Enter the Term code under Term:



	Term	Aid Year	Period	Transaction Number	Transaction Number Paid	Receipt	Source Code

You can also narrow it down to Effective date. Banner dates are entered with day-month-year. For example November 26, 2012 would be 26-Nov-2012. After entering your selections, press "F8" to execute your query or press the barrel icon.

Payroll based fee waivers are not posted to the accounts until the end of August for Fall term, end of January for Spring, end of May for Mini term and end of June for Summer term. After the initial release, charges/credits are posted monthly. If you use ZDEPT_Ledger in IRIS and go to GL Code 422500 for Dependents or 422200 for Staff, you can view both the amount and the name of the individual for which your account has been charged. Please verify that these individuals should be charged to your account.

CI: 422100	DocNo: 600004359	Date: 08/31/2012	0.29
Text: M120120731			
DocType: ZH Assignment: 20120831 Ref Doc: PAYRL00001			
CI: 422400	DocNo: 600004359	Date: 08/31/2012	0.01
Text: M120120731			
DocType: ZH Assignment: 20120831 Ref Doc: PAYRL00001			
CI: 422500	DocNo: 2100030242	Date: 08/31/2012	1,950.50
Text: 00122535 Dependent			
DocType: ZF Assignment: 201240 Ref Doc: 12244999 K EXDE			
CI: 422500	DocNo: 2100030368	Date: 08/31/2012	1,950.50
Text: 00146281 Dependent			
DocType: ZF Assignment: 201240 Ref Doc: 12244999 K EXDE			
CI: 422500	DocNo: 2100030456	Date: 08/31/2012	1,950.50
Text: 00297850 Dependent			
DocType: ZF Assignment: 201240 Ref Doc: 12244999 K EXDE			
CI: 422200	DocNo: 2100034533	Date: 08/31/2012	3,006.00
Text: 00132325 Staff			
DocType: ZF Assignment: 201240 Ref Doc: 12244999 K EXST			
CI: 422200	DocNo: 2100034534	Date: 08/31/2012	3,006.00
Text: 00220136 Staff			
DocType: ZF Assignment: 201240 Ref Doc: 12244999 K EXST			

You can also identify the type of waiver by the detail code.

EXDE is Dependent of UT Staff

EXSP is Spouse of UT Staff

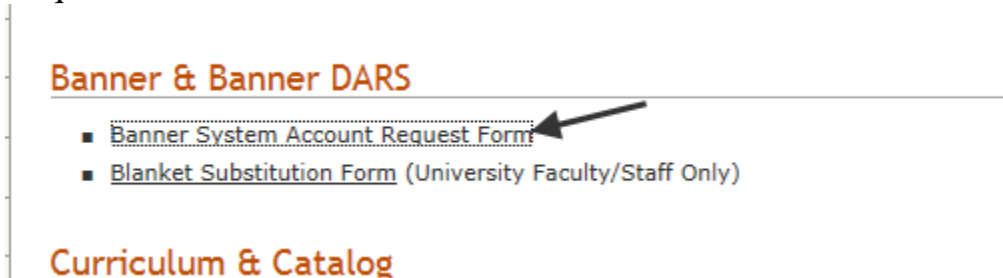
EXST is UT staff

There are also codes for retired staff and their dependents and dependents of deceased staff.

ACCESS TO BANNER

Go to the Registrar's website for Forms:

<http://registrar.tennessee.edu/forms/index.shtml>. Click on Banner System Account Request Form.



You must complete the form below, mark the sections for which your job requires access, have it signed by your supervisor and submit it to Enrollment Services. The form will then be reviewed by each of the departments to which you have requested access. They will approve the needed access. You will then be notified of your user name and password. You will be required to change the initial password the first time you log into Banner.

BANNER System Account Request

**Complete and send to:
Enrollment Services
219 Student Services Building
FAX 974-0727**

1. Name: _____ Request Date: _____
(last first middle Jr. Sr.) (mm/dd/yy)

2. Net ID: _____ Email _____ Phone _____

3. UT Position/Job Title: _____

4. College: _____ Dept: _____

5. **Check only the system(s)** to which you need access.

ADMISSIONS

____ Admission Query ____ Admission Update (Admissions Staff Only)

FINANCIAL AID

____ Fin Aid Query ____ Financial Aid Update (Financial Aid Staff Only)

REGISTRATION /ACADEMIC HISTORY/TIMETABLE

____ Registration Query ____ Registration Update (Registrar Staff Only)
____ Demo-Bio Query ____ Registration Departmental Update ____ Registration Advising Update
____ Academic History/DARS Query ____ Registration Student Groups Update ____ Registration Max Hours Override Update
____ Advising Query ____ Registration Permission Update ____ Timetable\Room Scheduling Update
____ Catalog Query ____ Program/Major/Minor/Concentration Advisor Update
____ Print Class Rolls
____ Print Class Rolls (Argos)

BURSAR

____ Bursar Inquiry ____ Department User Update ____ Bursar Update(Bursar Staff Only)

HOLDS

____ Holds Inquiry ____ Holds Update

Please list the hold codes that you maintain:

FERPA

____ FERPA Query ____ FERPA Academic Record ____ FERPA Finance ____ FERPA Discipline ____ FERPA Athlete
(Query) (Maintenance) (Maintenance) (Maintenance) (Maintenance)

6. Provide an explanation of how you intend to use the system(s) you have checked on this form. Access will not be granted without an explanation.

If you are in a department that issues holds on a student account, you will need to include the Hold code for which you will be responsible. The Bursar's Office will then approve you access to the proper Hold Originator category.

Each department involved must approve your access.

Proper use of FERPA protected data

By signing the Banner access request form, you are certifying that you will properly use the data you have access to. You will have access to student financial information, academic information, etc. You have restrictions on sharing that data.

You are responsible for how you share the data and you are subject to the Federal regulations surrounding FERPA.

Please read the last page carefully before you sign.

Family Education Rights & Privacy Act (FERPA)

Designed to protect the privacy of educational records; establish rights of students to inspect their records; and provide guidelines for correcting inaccurate data.

Does FERPA apply to all students?

- Yes. All students, (regardless of age), who attend or have previously attended postsecondary institutions have FERPA rights.
- 'Attending students' includes admitted students, students in residence, continuing education students, students auditing only, and distance education students. FERPA does not apply to applicants who have not been admitted to the institution.

Who is responsible for seeing that FERPA is enforced?

All members of the university community, (faculty, staff and students), who have access to student records are responsible for guarding their confidentiality.

What does FERPA guarantee students?

FERPA gives students the right to:

- inspect and review their own records;
- request amendments to their record;
- have some control over the release of personally identifiable information from their records; and
- file a complaint with the Department of Education concerning an alleged failure to comply with FERPA regulations.

How students are made aware of FERPA?

Notification at the University of Tennessee is furnished at freshmen orientation; through *Hilltopics*, Graduate and Undergraduate Catalogs; and on the FERPA and Student Privacy website: <http://ferpa.utk.edu/>.

What is directory information?

Directory information is student data that is not generally considered harmful if disclosed. Directory information may be disclosed UNLESS the student has invoked the FERPA right to limit disclosure. Directory information includes:

Name	Graduate or Undergraduate level
Semester (local) address	Full-time or Part-time status
Permanent address	College
NetID	Major
Email address (university-supplied)	Dates of Attendance
Telephone number	Degrees and Awards
Classification	Participation in school activities and sports
Weight and height	
Most recent previous educational institution attended	

What is not directory information?

Social Security Number	Student ID Number
Grades	GPA (Term or Cumulative)
Student Schedule	Academic History
Academic Standing	

What is meant by “disclosure of information?”

The University is not allowed to share information, other than “Directory Information”, without a student’s written consent.

Can a student limit release of directory information?

Yes. Students can be excluded from directory creation or have more stringent privacy measures instituted. Students can learn more at: FERPA and Student Privacy website: <http://ferpa.utk.edu/> or through Student Data Resources, 218 Student Services Building, (865) 974-2108.

How do I know if a student has asked that no information be released?

Look for the words “Privacy Requested” printed at the top of the academic history and on Banner forms accessible by departmental personnel in colleges and administrative offices.

Special note to classroom instructors:

*University faculty and staff with a legitimate educational interest **do** have the right to access information about the student’s academic status and progress (for example, academic advisors or counselors in the Early Alert Program).*

DO NOT:

- Use student IDs or social security numbers in a public posting of grades
- Link the names of students with their IDs in any public manner
- Leave tests or papers for others to review (including collecting or distributing assignments in open mailboxes or other public places)
- Circulate a printed class roll listing student ID numbers or grades as an attendance roster
- Post individual student record information on a public website
- Discuss the progress/grades of any student with anyone outside of the University without written consent of the student (including parents/guardians)
- Provide anyone with lists of students enrolled in your classes for any commercial purpose
- Provide anyone with a student schedule or academic history or assist anyone other than UT employees in finding a student on campus
- Leave computers on with student information accessible

Which requests should be forwarded to the Office of the University Registrar?

- Requests for transcripts - only the Office of the University Registrar can generate an official transcript
- Certification requests - verification of enrollment for lenders, health insurance, good student car insurance discount forms
- Questions regarding the academic record of any student

Where can I find more information about FERPA?

American Assn of Collegiate Registrars & Admissions Officers:

<http://www.aacrao.org/compliance/ferpa/>

FERPA and Student Privacy website: <http://ferpa.utk.edu/>.

Banner System Account Request

SECURITY OF USER IDS AND PASSWORDS

Your user ID and password may not be shared with anyone. This account is set up for only your use. You may not log anyone else on with your user ID or password. You may not leave your Banner account up and running while you are out of your office. To secure your account, you must either log off the system or protect your PC with a password (e.g. screensaver password). Violation of this policy could result in revocation of access to Banner and disciplinary action up to and including termination of employment.

CONFIDENTIALITY OF EDUCATION RECORDS

The confidentiality of education records is governed by The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. & 1232g, as amended, and its implementing regulations, and the confidentiality provisions of the Tennessee Public Records Act, Tenn. Code Ann. & 10-7-504 (a)(4). Absent the student's written consent, review and approval by the Chancellor, the Dean of Students, the Asst. Provost of Enrollment Services, or the University Registrar (or their designees) is required for the exercise of the statutory exceptions to the confidentiality of education records, including any lawful disclosure to non-University persons or agencies and disclosure under emergency circumstances.

7. **CONFIDENTIALITY:** I understand that under mandate of federal and state laws identified on this form, University policy protects the confidentiality of education records (including student academic histories) and information contained in education records. Without the student's written consent, I will not disclose education records or information contained in education records to any person or organization outside the University or (2) to any office or individual within the University community unless that University office or individual has been determined by the University to have a legitimate educational interest. I will keep the records and information I retrieve in such a way that they cannot be accessed by unauthorized persons, and when no longer needed for the purpose(s) described below, I will destroy all copies so that they are no longer recognizable. I will use the education records and information in those records solely for the following legitimate educational purpose(s) related to my University employment.

By signing below, I certify that I understand and will comply with the above-stated limitations on disclosure and use of all education records I access through my Banner account. I understand that failure to comply with these limitations is a violation of University policy subject to disciplinary action up to and including termination of employment. I further understand that failure to comply with the restrictions outlined on this form concerning security of my user ID and password is a violation of University policy subject to revocation of access and disciplinary action up to and including termination of employment.

(Signature)

(Date)

8. Approved by: _____
(Dean, Director, Department Head)

(Date)

Revised 9-14-2010

Signing into Banner:

You can sign in to Banner from a couple of locations. You can go to the Banner website at: <https://bannerinb.utk.edu/> to log to either Banner INB (Internet Native Banner) or Banner SSB (Self-Service Banner).



THE UNIVERSITY of TENNESSEE
KNOXVILLE, CHATTANOOGA, MARTIN, TULLAHOMA, MEMPHIS

SunGard Higher Education Banner Links Page

Internet Native Banner (INB)

[KBANPR Database](#)

(INB pages are best viewed with 1024 x 768 resolution)

Self-Service Banner (SSB)

[KBANPR Database](#)

Banner ODS Metadata

[Metadata](#)

Banner Workflow

[Workflow](#)

Banner Bookshelf Documentation

[Bookshelf](#)

You can also use this link to view the Banner Bookshelf documentation if you are trying to find a procedure or explanation.

You can also sign into Banner via MyUTK at <http://myutk.edu/>.

Welcome to MyUTK

MyUTK is the new, one-stop-shop for UT Faculty, Staff, and Students. Once you sign in, you will have access to many UTK resources including:

Faculty Resources: Class Details, Grades, Online@UT, Advising, Vol Card Balance

Staff Resources: Advising Links, Vol Card Balance

Student Resources: Registration, Academic Links, Vol Card Balances,
Semester Course Schedule, Week-at-a-Glance Schedule

For Your Review provides a summary of announcements targeted to your university status.

MyUTK is comprised of categorized blocks of links and information called Web Parts. For example, one Web Part, which has UT-related links, is labeled "UT Links." Web Parts allow you to build the view of your UT tools and information. Look for instructions to add or close Web Parts to customize your MyUTK view in the Web Part labeled "How Do I..."

How To Connect To MyUTK

To login, you must authenticate using your domain\NetID and password. For example:

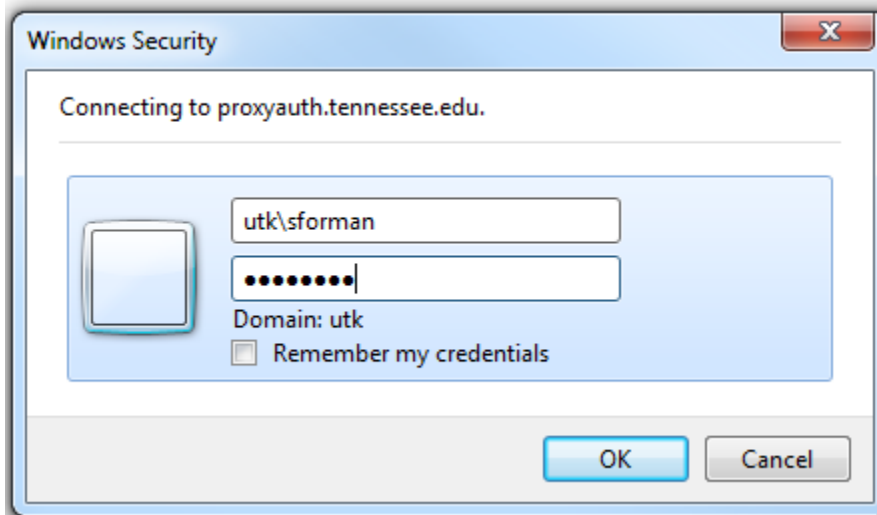
Username: utk\your-NetID ***note the utk\ placed before your netid*** ([What's this?](#))

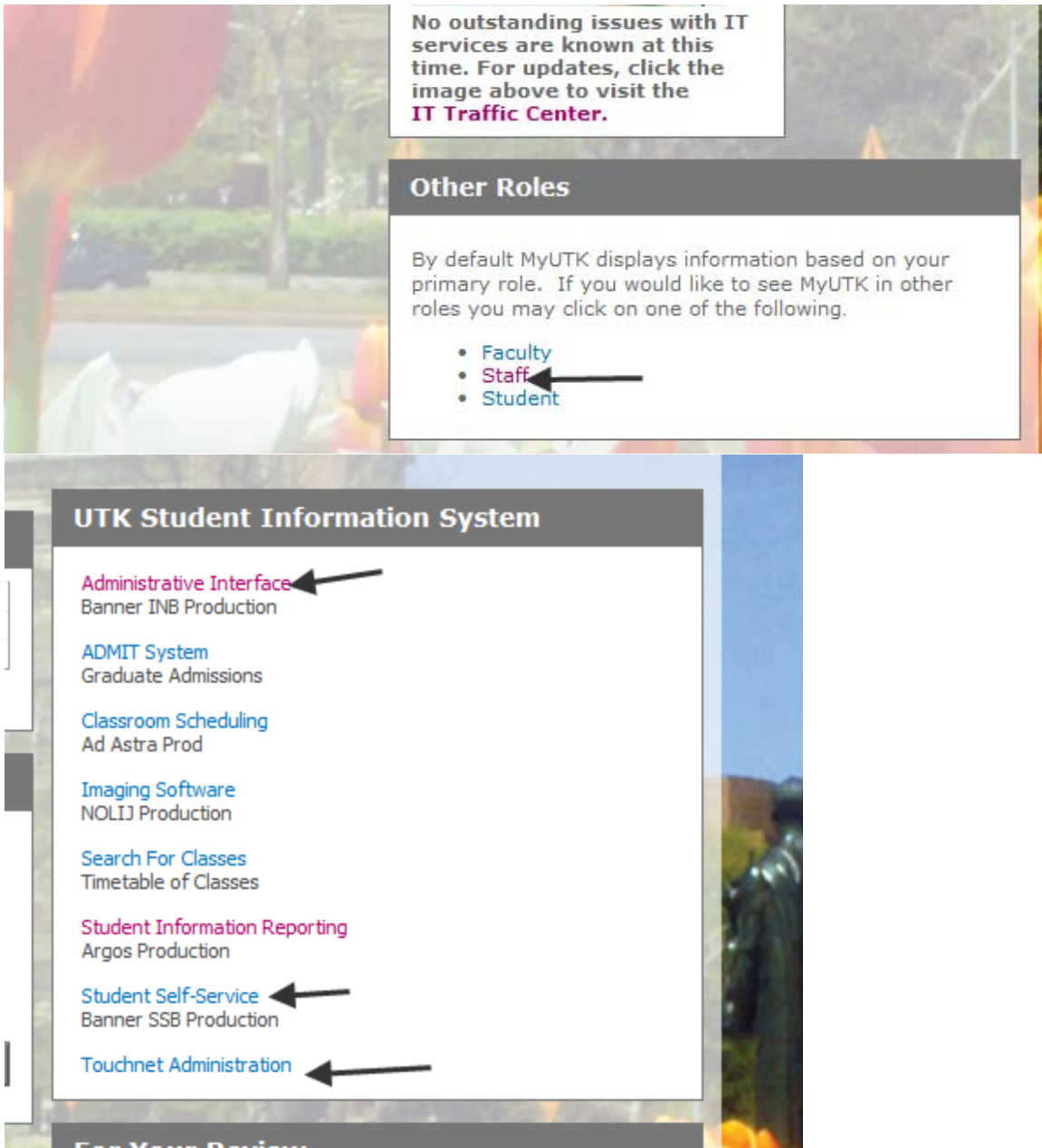
Password: your NetID password ([Forgot your password?](#))

Enter MyUTK

Mac Users: Login using Firefox.

Getting Help for MyUTK





Here you can choose to go to Banner INB – Administrative Interface, Banner SSB or TouchNet Administration if you have been given access to TouchNet by the Bursar’s Office.

When you click on Banner INB – Administrative Interface, you will be taken to the Banner log-on screen. If you had used the first URL and selected Banner INB, you would arrive at this same sign-on screen.

Either path you take will bring you to this sign-on screen. Here you will enter the username given to you by Enrollment Services and the Password you have been assigned.

Logon

Username:

Password:

Database: KBANPR

Connect Cancel

TouchNet Access for Bill+Payment

To receive access to Banner Bill+Payment to review Financial FERPA access view, Customer Service view of Student's VolXpress account and official billing statements, your supervisor or department head should send an email request to either the Bursar or Assistant Bursar. They should include your name, netid, department and need for access.

If approved, you will be emailed a TouchNet user id and password. The URL to access TouchNet is

<https://secure.touchnet.com/cas/login?service=https%3A%2F%2Fsecure.touchnet.com%2Fuommercecentral%2F>. We have found it works better with Fire Fox than it does with Internet Explorer. We have not tested with Google Chrome.

You will arrive at this log-in page:

TouchNet
SET THE CURVE™

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.

Once you log in the first time, you will go to Edit My Profile and change your password.

Change Your Password

Enter your new password below. As you type, the password validator tracks the password policy requirements you have met and those you still need to meet. When you have entered a password that meets all requirements, the status changes from invalid to valid.

You must enter a value for your current password.

Current Password: X

New Password:

Status	Uppercase	Lowercase	Numeric	Special	Min length	Max length
Invalid	0	0	0	0	0	0
Required	1	1	1	1	7	32

Confirm Password:

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

The screenshot shows the TouchNet U.Commerce Central web application. The browser window title is "TouchNet U.Commerce Central - Mozilla Firefox". The address bar shows the URL "https://secure.touchnet.com/ucommercentral/outsidecontainer.shtml#". The page header includes the U.Commerce logo with the tagline "Everywhere Money Moves." and the word "CENTRAL" in brackets. The TouchNet logo is in the top right corner with links for "Edit My Profile" and "Logout". A navigation menu includes "Home", "Dashboard", "Applications", "User Management", "Client Community", and "Help".

The main content area is titled "Welcome to U.Commerce Central" and contains the following sections:

- Welcome Message:** "TouchNet U.Commerce Central is your Operations Center home, where you manage commerce across campus. From this Welcome Page, you can reach out to other TouchNet users, look up important maintenance and TouchNet event dates, and browse TouchNet resources in the Client Community. For Instructions on Operations Center tasks, click the Help link in the header bar."
- Client Community:** A list of resources with icons:
 - Calendar:** Stay up-to-date on TouchNet events including TouchNet Live, scheduled maintenance, conferences, and much more.
 - Identify Exception Codes:** Provides a detailed description and solution for exception codes encountered in TouchNet U.Commerce applications.
 - Industry Resources:** Industry resources, news feeds, client case studies, and more.
 - Products and Services:** Everything you need to know about the U.Commerce and associated services.
 - Security Central:** Read up on PCI, PA-DSS, SafeCommerce bulletins, and more.
 - Support:** Access all product documentation, guides, service pack bulletins and troubleshooting recommendations.
 - TouchNet LIVE!** Webcasts covering the people, places, and issues driving campus commerce.
 - TouchNet Partners:** Includes information about TouchNet Ready and our campus ERP partners.
 - User Forums:** The User Forums are a great way for TouchNet clients to interact and collaborate.
- User Information:**
 - User Name: sforman
 - Last logged in: 11/29/2012 15:14:32 CST
- User Expiration Warning:** Your password is set to expire in: **75 Days**
- TouchNet News And Events:**
 - News - Toughay Presents Comments to Department of Education
 - News - TouchNet announces its 2012 spring show presentations
 - News - "Direct Deposit via ACH" and "Direct Payment via ACH"

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:	- @tennessee.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.

Customer Service

Student ID: 0003 [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

Balance Due must be \$50 or more.

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

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

Click on Enroll in Plan

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 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:	Deferrment 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, this is the next form that comes up:

Spring 2013 Deferred Pmt Plan

[Return to Student Details](#)

View payment plans for term:

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

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.

Bursar Exemption Deferred Payment Plan:

When the department initiates a new PIF (Personnel Information Form) to appoint, change a GA, GTA, TA or GRA at the beginning of the term, they should also email the Bursar's Office. This enables us to put the student on a Bursar Exemption deferred payment plan so that they do not have to pay their account in full by the payment due date for the term. Otherwise, the student is responsible for payment of fees to maintain their schedule. Entry of a deferment gives the student the waiver benefit and reduces the amount the student has to pay to hold their semester schedule.

If the student has paid his fees and then receives a fee waiver, a refund is not issued until the appointment appears on payroll. The Bursar's Office validates all payroll based fee waivers. In order for the student to be eligible for the fee waiver for each term, they must be on payroll for minimum appointment periods.

MINIMUM APPOINTMENT PERIODS		
FALL SEMESTER	SEPTEMBER 1 TO NOVEMBER 30	91 DAYS
SPRING SEMESTER	FEBRUARY 1 TO APRIL 30	89 DAYS
SUMMER SEMESTER – FULL TERM	JUNE 15 TO JULY 31	47 DAYS
FIRST SESSION ONLY	JUNE 15 TO JUNE 30	16 DAYS
SECOND SESSION ONLY	JULY 1 TO JULY 31	31 DAYS



PROCESSING CONTRACTS

IN BANNER

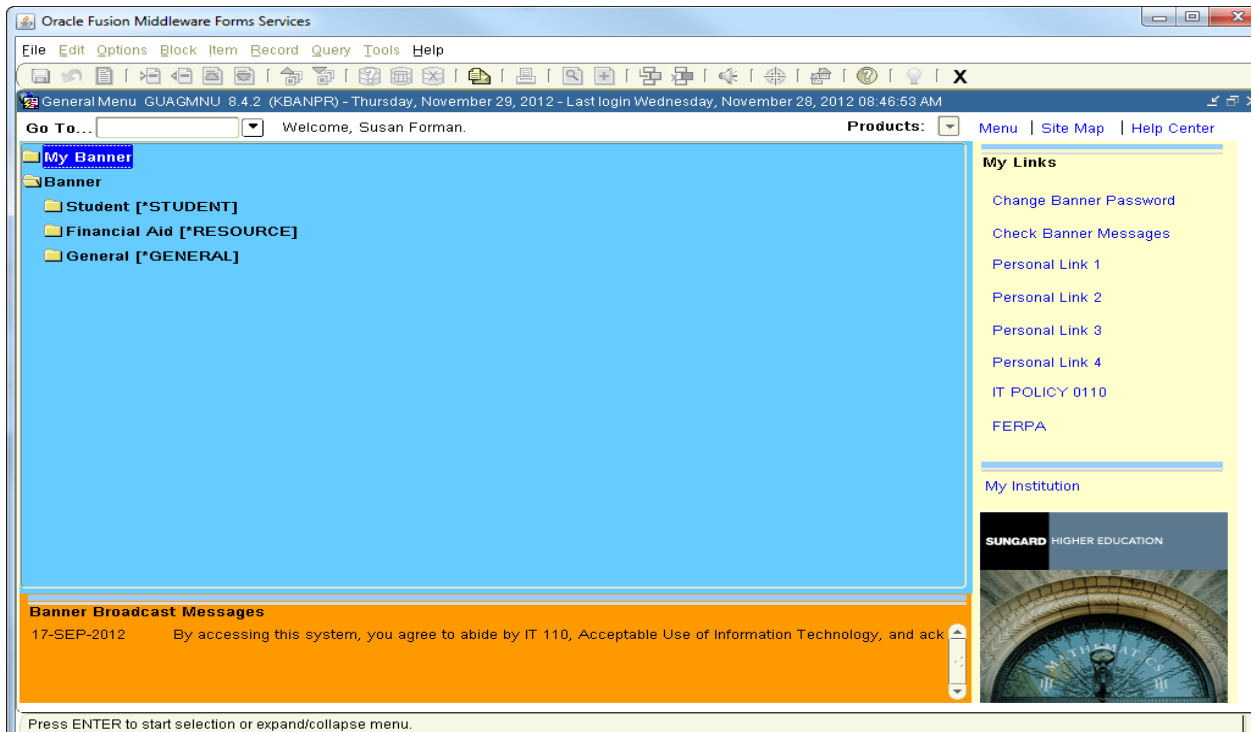
SECTION 2

BANNER CONTRACTS

Banner processes two types of Contracts. We have outside agencies who authorize the University to bill their agency/department for a student's fees. **External Contracts** examples are Tennessee Vocational Rehabilitation, foreign embassies and trust funds. Any university department wishing to award aid to students should contact the Scholarship Section of the Financial Aid Office.

Contracts are authorized in Banner on TSACONT and must be processed by the Bursar's Office. For external contracts, an authorization must be submitted to the Bursar's Office, 211 Student Services Bldg., Knoxville, TN 37996-0225. The authorization must contain the student's name, UT ID number, charges to be covered and the maximum dollar amount to be charged. The Bursar's Office will send an official UT invoice to the sponsor after the drop/add period for the semester has passed.

When you log into Banner, you will be presented with a menu screen:



Unless you work in the Bursar's Office you would not be able to go directly to the form TSACONT. However you can review any Contracts and Exemptions the student may have by going to TSIAUTH. You can either type this directly in the Go To box or by clicking through the menu. To follow the menu path, you go through Student/Accounts Receivable/Student Accounts Receivable/Student Inquiry/ Contract/Exemption History Query.

You will enter the student's UT id number or netid in the ID block. Then process a Next Block.

Rollback

ID:

Contracts

Term	Priority	Number	Contractor ID	Description	Activity Date	Delete
201240	1	1	T00000013	Motlow State Tuition and Fees	30-JUL-2012	<input type="checkbox"/>
201220	1	1	T00000013	Motlow State Tuition and Fees	05-DEC-2011	<input type="checkbox"/>
201140	1	1	T00000013	Motlow State Tuition and Fees	15-JUL-2011	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

This student has both a contract and exemption.

Exemptions

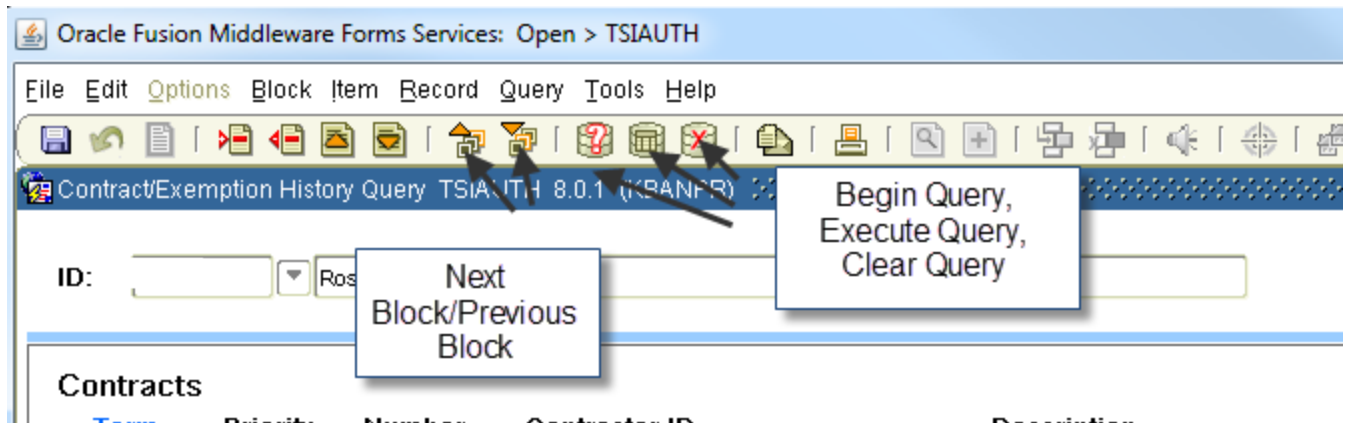
Term	Priority	Code	Description	Activity Date	Delete
201240	1	3	I/S Multiple Camp UG Adj	13-AUG-2012	<input type="checkbox"/>
201230	1	3	I/S Multiple Camp UG Adj	02-MAY-2012	<input type="checkbox"/> D
201225	1	3	I/S Multiple Camp UG Adj	04-APR-2012	<input type="checkbox"/>
201220	1	3	I/S Multiple Camp UG Adj	20-JAN-2012	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Term for which this Contract has been awarded.
 Record: 1/3 | ... | <OSC>

You will use Next Block to move forward in different parts of the form. You will also use the next set of commands to begin a query, execute a query or clear a query. There are also shortcut function keys.

Key	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	
Open	Help	Options	Duplicate Field/Item	Duplicate Record	Go To	Insert Record	Enter Query	Execute Query	List	Save	SUNGARD HIGHER EDUCATION
Shift	Display Error	Count Query Hits	Select	Clear Record	Clear Block	Remove Record	Rollback	Print			
Ctrl	Show Keys										

Key	q	d	U	Page up	Page Dn	Esc	Tab	p	l	Left Mouse Double Click
Open				Previous Record	Next Record	Cancel	Next Field			On date field = calendar On amount field = calculator
Shift							Previous Field			Dynamic Help
Ctrl	Exit or Cancel Query	Display SDE	Field Clear	Previous Block	Next Block		Next Field	Record Scroll Up	Record Scroll Dn.	



You can use whichever method you are comfortable with.

Contracts can be authorized in several different ways. If the authorization covers broad categories of fees, we can use a category authorization. However, if the contract will only pay for Undergraduate Tuition, we have to narrow the authorization to specific detail codes.

Our contract with Dependents of Board of Regents Institutions is an example of a contract that must be authorized at the detail code level.

If a Contract ID is not already set up, you would need to go to SPAIDEN to set up a Non-Person Entity ID #. We begin these numbers with a "T" for Third Parties. Once you have an id#, go to TSACONT.

You will enter the Contract ID, the Contract Number is 1 in most instances, and the term. You will then do a "Next Block".

You can then "Next Block" through each form. Please note the Payment Detail Code that will be posted to the student's account. The balance is shifted from the student's account and posted as a charge to the contract with the Charge Detail Code. The Print Rule tells Banner which Third Party Invoice to print for this contract.

The Contract Roll options allow you to roll just the contract details from term to term or to roll both the contract and all of the student assigned to the contract. If a new authorization is required from the student each semester, you would roll only the contract detail.

Oracle Fusion Middleware Forms Services: Open > TSACONT

File Edit Options Block Item Record Query Tools Help

Contract Authorization TSACONT 8.0 (KBANPR)

Contract ID: T00000013 Motlow State Community College - Reada Payne
 Contract Number: 1 Term: 201240 Fall Sem 2012

Contract Base Information

Description: Motlow State Tuition and Fees
 Payment Detail Code: TPPY Contract Payment
 Charge Detail Code: TPCH Contract Charge
 Print Rule Code: MSWH Multi Student w/o Sched w/ hrs

Contract Roll Options

Expiration Term:
 Roll Contract
 Roll Students

A new authorization is required for this contract each semester. Therefore, the contract is set to roll from term to term, but the students do not roll.

If the contract paid a flat dollar amount that could be applied to any charges, you could do an account level authorization for the contract.

Oracle Fusion Middleware Forms Services: Open > TSACONT

File Edit Options Block Item Record Query Tools Help

Contract Authorization TSACONT 8.0 (KBANPR)

Save

Contract ID: T00000013 Motlow State Community College - Reada Payne
 Contract Number: 1 Term: 201240 Fall Sem 2012

Account Level Authorization TSACONT 8.0 (KBANPR)

Percent	Minimum Amount	Maximum Amount	Source	Priority
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

We will cover the category code authorization on another account. This particular type of contract pays specific charges. That means you have to authorize at the detail code level. It will only pay 50% of Undergrad tuition and fees. Each detail code is listed and marked with 50% to be paid by the contract. The system automatically assigns a payment priority for each detail code. This can be changed if the student has multiple contracts and/or exemptions. You usually want to pay charges from all sources. It can be limited if necessary.

Oracle Fusion Middleware Forms Services: Open > TSACONT

File Edit Options Block Item Record Query Tools Help

Contract Authorization TSACONT 8.0 (KBANPR)

Contract ID: T00000013 Motlow State Community College - Reada Payne

Contract Number: 1 Term: 201240 Fall Sem 2012

Detail Code Level Authorization TSACONT 8.0 (KBANPR)

Detail Code	Description	Priority	Percent	Minimum Amount	Maximum Amount	Source Indicator
TU17	/S Undergraduate Maintenance	1	50			A
TRNS	Transportation Fee	2	50			A
TFAC	Facility Fee	3	50			A
TECH	Technology Fee	4	50			A
SABD	Undergraduate Study Abroad Fee	5	50			A
TK13	Prog & Serv Fee-Health	6	50			A
TPSF	Prog & Svc Fee-Primary	7	50			A
TLIB	Library Fee	8	50			A

Next you will add the students to the contract. You will need to add their student id#. The name, priority and activity date will be auto-populated. Here again you can change the priority if the student has multiple payment sources. You can also put a maximum amount to be charged to the grant on each student.

Oracle Fusion Middleware Forms Services: Open > TSACONT

File Edit Options Block Item Record Query Tools Help

Contract Authorization TSACONT 8.0 (KBANPR)

Contract ID: T00000013 Motlow State Community College - Reada Payne

Contract Number: 1 Term: 201240 Fall Sem 2012

Person Assignment TSACONT 8.0 (KBANPR)

Delete	Student ID	Name	Roll	Expiration Term	Priority	Maximum Amount	Text	Activity Date	Sponsor Refer
<input type="checkbox"/>			<input type="checkbox"/>		1			30-JUL-2012	
<input type="checkbox"/>			<input type="checkbox"/>		1			30-JUL-2012	
<input type="checkbox"/>			<input type="checkbox"/>		1			14-AUG-2012	
<input type="checkbox"/>			<input type="checkbox"/>		1			27-SEP-2012	
<input type="checkbox"/>			<input type="checkbox"/>		1			30-JUL-2012	
<input type="checkbox"/>			<input type="checkbox"/>		1			30-JUL-2012	
<input type="checkbox"/>			<input type="checkbox"/>		1			30-JUL-2012	
<input type="checkbox"/>			<input type="checkbox"/>						

If a contract pays all tuition and fees, you can authorize by category code.

Category	Description	Priority	Percent	Minimum Amount	Maximum Amount	Source Indicator
FEE	Registration Fees	1	100			A
OTH	Other Charges	2	100			A
TUI	Registration Tuition	3	100		4,500.00	A

On the contract above, we have used category codes. This contract will pay whether the student is UG or Grad. Notice that the maximum amount the contract will pay for the tuition category code is \$4500. There is not a limit on the Fee and Other Category codes.

You can also put limits on the amount charged at the student level.

Delete	Student ID	Name	Roll	Expiration Term	Priority	Maximum Amount	Text	Activity Date	Sponsor F
<input type="checkbox"/>	[Redacted]	[Redacted]	<input type="checkbox"/>	[Redacted]	1	5,140.00		26-JUL-2012	
<input type="checkbox"/>			<input type="checkbox"/>		1	1,414.00		24-SEP-2012	

If you have checked to roll student at the contract level, you can uncheck specific students at this level and that student will not roll with the others.

Example of an authorization:



BY EMAIL to MELCRISP@UTK.EDU

TO: Melissa Crisp
University of Tennessee - Knoxville

SPRING UPDATE

FROM: Program Benefits
Virginia529 College Savings Plan

DATE: November 30, 2012

This is to confirm that we have been advised by the student(s) listed below of an Intent to Enroll at University of Tennessee - Knoxville for the Fall / Spring 2012-2013 semester(s). The following student(s) have Virginia 529 benefits available to assist with their qualified higher education expenses. We will pay the amounts listed below this academic year directly to your school to be applied to tuition and mandatory fees, subject to verification of enrollment.

Last	First	Student ID					
A	E	'00033	Fall	\$4,204.15	Spring	\$4,204.14	
C	n	'00033	Fall	\$3,017.16	Spring	\$3,017.16	
C	A	'00035	Fall	\$3,061.47	Spring	\$3,061.46	
E	S	XXX-XX-	Fall	\$1,237.17	Spring	\$1,237.17	
F	C	'00032	Fall	\$3,294.12	Spring	\$3,294.11	
F	A	'00036	Fall	\$3,736.74	Spring	\$3,736.73	
F	E	'00031	Fall	\$2,589.41	Spring	\$2,589.41	
F	F	'00035	Fall	\$3,580.88	Spring	\$3,580.87	
F	C	'00033	Fall	\$2,830.58	Spring	\$2,830.57	
F	I	'00033	Fall	\$4,529.89	Spring	\$4,529.89	
K	I	'00037	Fall	\$3,350.89	Spring	\$3,350.88	
F	C	'00032	Fall	\$3,354.95	Spring	\$3,354.94	
F	S	'00032	Fall	\$2,451.46	Spring	\$2,451.46	
F	A	'00036	Fall	\$2,637.09	Spring	\$2,637.08	
S	E	'00029	Fall	\$3,148.43	Spring	\$3,148.43	
V	E	'00030	Fall	\$3,356.35	Spring	\$3,356.35	
V	E	'00032	Fall	\$3,453.98	Spring	\$3,453.98	

Please invoice the Virginia529 College Savings Plan AFTER each semester's final add/drop date. Please include the following on the bill: the student's name, student identification number, and verification of enrollment by indicating the number of credit hours. Please do not send a copy of the student's invoice as your request for payment unless it is included with a cover letter on your school's letterhead requesting payment from the Virginia529 College Savings Plan.

Please send invoice to:
Virginia529 College Savings Plan
ATTN: Program Benefits
9001 Arboretum Parkway

Mary G. Morris, Chief Executive Officer • Commonwealth of Virginia • Virginia College Savings Plan
9001 Arboretum Parkway • Richmond, Virginia 23236
Phone 804-371-0766 • Toll-Free 1-888-567-0540 • Toll-Free Fax 1-866-757-1295 • Virginia529.com

The Contract would be set up with the individual student maximum listed on the authorization:

Oracle Fusion Middleware Forms Services: Open > TSACUNI

File Edit Options Block Item Record Query Tools Help

Contract Authorization TSACONT 8.0 (KBANPR)

Rollback

Contract ID: T00000317 Virginia College Savings Plan - Mary G Morris

Contract Number: 1 Term: 201240 Fall Sem 2012

Person Assignment TSACONT 8.0 (KBANPR)

Delete	Student ID	Name	Roll	Expiration Term	Priority	Maximum Amount	Text	Activity Date	Sponsor Refe
<input type="checkbox"/>			<input type="checkbox"/>		1	2,800.19		23-JUL-2012	
<input type="checkbox"/>			<input type="checkbox"/>		1	3,395.91		23-JUL-2012	
<input type="checkbox"/>			<input type="checkbox"/>		1	3,366.35		23-JUL-2012	
<input type="checkbox"/>			<input type="checkbox"/>		1	3,148.43		23-JUL-2012	
<input type="checkbox"/>			<input type="checkbox"/>		1	3,294.12		23-JUL-2012	
<input type="checkbox"/>			<input type="checkbox"/>		1	2,589.41		23-JUL-2012	
<input type="checkbox"/>			<input type="checkbox"/>		1	3,364.95		23-JUL-2012	
<input type="checkbox"/>			<input type="checkbox"/>		1	2,451.46		23-JUL-2012	

Contract Payment Detail Codes

Detail Code	Desc	Type	Category	Active
FP05	Naval Surface Warfare Center	P	CNT	Y
FP19	Air Force ROTC	P	CNT	N
TP02	43MSS/DPE	P	CNT	Y
TP05	Naval Surface Warfare Center	P	CNT	Y
TP06	Navy	P	CNT	Y
TP09	AMEDD C&S LT-Keith Wilson	P	CNT	Y
TP19	Air Force ROTC	P	CNT	Y
TP20	Department of Defense	P	CNT	Y
TP21	AFIT	P	CNT	Y
TP22	Naval Surface Warfare Center	P	CNT	Y
TP24	90 FSS/FSDE Ruth Brooks	P	CNT	Y
TP26	Dantes-Nashville	P	CNT	Y
TP27	Navesea 08-Angela West	P	CNT	Y
TP29	Army ROTC	P	CNT	Y
TP32	Defense Military HPSP	P	CNT	Y
TP33	Dept of Veterans Affairs	P	CNT	Y
TP34	Dept of Veteran's Aff.-VA Voc	P	CNT	Y
TP35	Army Civil Engineering	P	CNT	Y

TP37	Go Army Education	P	CNT	Y
TP43	Dept. of Defense	P	CNT	Y
TP44	Air Force Tuition Assistance	P	CNT	Y
TP50	VA Vocational Rehab	P	CNT	Y
TP51	Dept of Veteran's Aff.-VA Voc	P	CNT	Y
TP52	Dept of Veteran's Aff.-VA Voc	P	CNT	Y
TP53	Dept of Veteran Affairs	P	CNT	Y
TP54	Dept Of Veterans Affairs	P	CNT	Y
TP58	Air Force Tuition Assistance	P	CNT	Y
TPCH	Contract Charge	C	CNT	Y
TPPY	Contract Payment	P	CNT	Y

Third Party Contracts as of March 1, 2013

ID	Name	Activity
T00000181	Knoxville Catholic High School - Steve R Walker	25-Oct-10
T00000252	Marshall Space Flight Center - Chrissa Hall	28-Oct-10
T00000310	Workforce Investment - Doris Sparks	28-Oct-10
T00000245	341 MSS/DPHE _ Gail Duerre	28-Oct-10
T00000538	344 Tuskegee Airmen Blvd.	9-Aug-12
T00000214	43 MSS/DPE	26-Oct-10
T00000215	78 MSS/DPE	26-Oct-10
T00000248	90 FSS/FSDE - Ruth Brooks	17-Nov-10
T00000216	95 MSS/DPE	27-Oct-10
T00000359	AEDC/DPE - Dee Wolfe	28-Oct-10
T00000180	AFIT-RPB	25-Oct-10
T00000212	AFIT/FMA- Mr. Lynn Weed	26-Oct-10
T00000268	AGESO/Dantes	28-Oct-10
T00000290	AMEDD C&S LT HET- Delia Cook	17-Dec-10
T00000290	AMEDD C&S LT HET- Jody Cheap	1-May-12
T00000290	AMEDD C&S LT HET- Keith Wilson	1-May-12
T00000197	AMIDEAST	26-Oct-10
T00000197	AMIDEAST - Leigh Peele	26-Oct-10
T00000540	AMRCC, Inc.	17-Aug-12
T00000196	Air Force Rotc - Sgt Lisa Mitchell	26-Oct-10
T00000538	Air Force Tuition Assistance	9-Aug-12
T00000545	Air Force Tuition Assistance	21-Aug-12
T00000341	Al Al-Bayt University - Hashem Al-Masaied	29-Oct-10
T00000239	Alabama Department of Rehabilitation - Keith Dear	28-Oct-10
T00000298	Alabama Prepaid College Tuition- Kelly Renner	17-Apr-12
T00000298	Alabama Prepaid College Tuition-Alicia Gethers	28-Mar-12
T00000298	Alabama Prepaid College Tuition-Liz Harrell	17-Apr-12
T00000238	Alabama Vocational Rehab Services - Don Stephens	28-Oct-10

T00000257	Alcoa Tuition Assistance Program	28-Oct-10
T00000289	Ambassade De La Rebulique Gabonaise-Laurent Ndong	28-Oct-10 17-Mar-11
T00005010	American InterContinental University Online	11
T00000387	American Legion Department of Tennessee - Darlene Burgess	28-Oct-10
T00000357	American Military Retirees Association - Catherine L Lavallo	28-Oct-10
T00000231	Americorp/ National Service Trust	27-Oct-10
T00000369	Anderson COunty Schools - Lisa Champion	28-Oct-10
T00000370	Anderson County Schools - Becky Stewart	28-Oct-10
T00000371	Anderson County Schools - Denise Wilburn	28-Oct-10
T00000273	Ankara Universitesi Rektörlüğü	28-Oct-10
T00000353	Army Advanced Civil Schooling programs - Michelle Carr	28-Oct-10
T00000286	Army Education Center	28-Oct-10
T00000291	Army Rotc- Ms. Hinton	28-Oct-10
T00005016	Ashford University	27-Apr-12
T00000336	Atlanta Next Step - Jo Anne Pascall	29-Oct-10
T00000009	Austin Peay State University - Amy Jackson-Hayes	26-Oct-10 11-May-11
T00000003	BEST	11 11-May-11
T00000003	BEST - LaKesha Page	11
T00000502	BNGC-Melissa Mattingly-Overby	11-Jan-11 11-May-11
T00000003	Baccalaureate Education System Trust	11
T00000548	Bangkok University	11-Oct-12
T00005014	Bank of America	7-Feb-12
T00000200	Barnes Educationla Trust/44-2465-001 - Molly Schroader	26-Oct-10
T00005017	Bethel University	6-Sep-12
T00000004	Board of Regents Central Office	26-Oct-10
T00000229	Boeing/Washington	27-Oct-10
T00000300	CAEL/Colgate-Palmolive College Program - Marisol Martinez	28-Oct-10 29-Mar-11
T00000210	CBIE- Candian Bureau for International Educ. Mitch Miller	11 29-Mar-11
T00000210	CBIE- Candian Bureau for International Education	11
T00000905	CNPQ Conselho Nacional De Desenvoliment	6-Jan-11 27-May-11
T00000512	Caldwell Trust Company	11
T00005001	Catholic Health Initiatives	21-Dec-10
T00000355	Central Bank of Jordan	28-Oct-10
T00000356	Central High School Alumni Assn - Patsy Ferguson, Treasurer	28-Oct-10
T00000287	Central High School Alumni Association, Inc.- Walter Seifert	28-Oct-10
T00000018	Chattanooga State Tech Comm College - Lynn Shook	27-Oct-10
T00000368	Civitan International - Rosemary Franklin	28-Oct-10
T00000019	Cleveland State Community College - Wilma Ownby	27-Oct-10

T00000271	Coast Guard Foundation	28-Oct-10
T00000020	Columbia State Community College - Lauren Hall	27-Oct-10
T00000363	Commonwealth of Pennsylvania - Office of Vocational Rehab	28-Oct-10
T00000388	Commonwealth of Virginia - Gary Roberts	28-Oct-10
T00000234	Cumberland Good Samaritans - Carol Price	28-Oct-10
T00000260	Dantes- Nashville	28-Oct-10
T00000259	Dantes- Pensacola	28-Oct-10
T00000264	Dantes/ Salt Lake City - Danny Sanchez	28-Oct-10
T00000266	Dantes/Birmingham- Kathy King	28-Oct-10
T00000262	Dantes/Fort Bragg - Patsy Stewart	28-Oct-10
T00000263	Dantes/Fort McCoy - Mary Miller	28-Oct-10
T00000265	Dantes/Snelling	28-Oct-10
T00000261	Dantes/St. Augustine- Paule Mueller	28-Oct-10
T00005013	Dave Schmidt Memorial Scholarship Fund	25-Oct-11
T00000326	Defense Military Pay Office/HPSP	17-Nov-10
T00000329	Defense Nuclear Facilities Safety Board - Nadine Loften	7-Nov-11
T00000325	Denfense MiltiaryPay Office HPSP- Tamica Williams	28-Oct-10
T00000329	Denfense Nuclear Facilities Safety Board - Nadine Loften	7-Nov-11
T00000321	Department of Army - Wallis Berrios	28-Oct-10
T00000295	Department of Children's Services - Dave Shonts	28-Oct-10
T00000543	Department of Defense	18-Aug-12
T00000206	Department of Defense - Karen Freeman	26-Oct-10
T00000284	Department of The Interior- Eileen D Schultz	28-Oct-10
T00000537	Department of Veteran Affairs	8-Aug-12 15-Mar-12
T00000533	Department of Veteran's Affairs	12
T00000513	Department of Veterans Affairs	22-Jul-11
T00000542	Department of Veterans Affairs	18-Aug-12
T00006911	Department of Veterans Affairs	4-Aug-11
T00000373	Department of the Army - Dawn Bilodeau, Budget Officer	28-Oct-10
T00000342	Dept Of Veteran's Affairs	19-Dec-12
T00000342	Dept Of Veteran's Affairs- Ashlee Buck	19-Dec-12
T00006005	Dept of Treasury	25-Oct-11
T00000524	Dept of Veteran Affairs	18-Aug-11
T00006911	Dept. of Veterans Affairs	4-Aug-11
T00005000	Dickson County Bar Association Scholarship Fund	21-Dec-10
T00000233	Dupoint High School Alumni Association, Inc.-Wilson Stewart	23-Aug-11
T00000233	Dupont High School Alumni Association, Inc.-Wilson Stewart	23-Aug-11
T00000021	Dyersburg State Community College - Angela W Hooper	10-May-11
T00000021	Dyersburg State Community College - Debbie Roberson	10-May-11
T00006001	ELM Resources	26-Jan-11
T00000228	East Tennessee Historical Society	27-Oct-10

T00000228	East Tennessee Historical Society- Lisa Oakley	27-Oct-10
T00000010	East Tennessee State University	26-Oct-10
T00000318	Eastern Band of Cherokee Indians - LeAnn Reed	10-Mar-11
T00000318	Eastern Band of the Cherokee Indians - LeAnn Reed	14-Mar-11
T00000318	Eastern Band of the Cherokee Indians - Leeann Reid	14-Mar-11
T00005005	Educational Services of America, Inc.	21-Dec-10
T00000213	Embassy of Botswana - B. Bamontshonyana	26-Oct-10
T00000190	Embassy of the State of Kuwait	26-Oct-10
T00008001	Estate of Helen Stehm	3-Aug-11
T00008002	Estate of James Hazenfield	31-Jan-11
T00008001	Estate of Marian Katherine Curtner	4-Aug-11
T00008001	Estate of Mary Katherine Curtner	4-Aug-11
T00008005	Estate of Ryan B. Edwards	12-Jul-12
T00000354	Evans High School - Beverly Bibee	28-Oct-10
T00000254	FSG Bank - J Wayne Cox	28-Oct-10
T00000334	Farragut Rotary Club	29-Oct-10
T00000241	Farragut Rotary Club -Dale S Read	28-Oct-10
T00000385	Federal Highway Administration - Debra Garrett	14-Sep-11
T00000385	Federal Highway Administration - Kristie Revera	14-Sep-11
T00000532	First Presbyterian Church	5-Mar-12
T00000391	First Presbyterian Church - Vicki Pope	19-Nov-10
T00000350	Florida Pre-paid College Program - Lenora Allen	29-Oct-10
T00000383	Follett Educational Foundation - Tom Galanis	28-Oct-10
T00005007	Foundation of the First United Methodist Church	23-Feb-11
T00000517	Frank E Page Scholarship	3-Aug-11
T00000544	Fulbright - Pakistan	20-Aug-12
T00000203	Fulbright Grant - Jalika Saidy	26-Oct-10
T00000529	Fulbright Turkey	14-Oct-11
T00000347	Fulbright-Kommission - Thomas Mutzhe	29-Oct-10
T00000390	Fulbright/Amideast - Kea Greene	19-Nov-10
T00000349	Fulbright/Conicyt - Mariana Guajardo	29-Oct-10
T00000304	Georgia Department labor Vocational Rehab- Valerie Carter	28-Oct-10
T00000307	Georgia Department of Labor- Stephanie Crenshaw	28-Oct-10
T00000305	Georgia Voc Rehab - Karen McGill	28-Oct-10
T00000306	Georgia Vocational Rehab- Laura G Ferguson	28-Oct-10
T00000519	Georgia Vocational Rehabilitation Services	14-Sep-11
T00000519	Georiga Vocational Rehabilitation Services	14-Sep-11
T00000531	Green Mountain Coffee Roasters	7-Feb-12
T00000195	HQ AFOATS/SDF - Cathy Cruikshank	26-Oct-10
T00000221	HQ AFTC/DPIDE - Joshua Miner	26-Oct-10
T00000292	HQ, US Army Cadet Command - Lucy Sherman	28-Oct-10

T00000302	HQPACAF/DPFE- Nguten Uribe	28-Oct-10
T00000547	HRSA Nursing Program	26-Sep-12
T00000384	Haywood County Schools Fountain, Inc. - Stephen M Brown	28-Oct-10
T00000178	Humphreys Enterprises, Inc. - Ron McCall	25-Oct-10
T00000308	Illinois Prepaid Program- Yadira Rivira	28-Oct-10
T00000530	Institute of International Education	11-Jan-12
T00000327	Intel	29-Oct-10
T00000012	Jackson State Community College - Lynne Rouse	26-Oct-10
T0000508	KG-J1-ED - Linda Hawkins	27-Jan-11
T00000509	KG-J1-ED - Linda Wolverton	27-Jan-11
T00000274	KY Dept of Vocational Rehab - Tina Prichard	28-Oct-10
T00000281	Kansai Gaidai Univeristy	28-Oct-10
T00000198	Kentucky Affordable Prepaid Tuition -	26-Oct-10 17-Mar- 11
T00005011	Kfrat Foods North America Scholarship Program	11
T00000367	Knox County Schools - Donna Wright	28-Oct-10
T00000366	Knox County Schools Title I - Judy Fortenberry	28-Oct-10
T00000365	Knox County Schools/No Child Left Behind - Ann Tuggle	28-Oct-10
T00000380	Knoxville-Knox County Head Start - James Rose	28-Oct-10
T00000294	Krell Institute- Thomas Brennan	28-Oct-10
T00000546	LASPAU Fulbright	22-Aug-12 12-May- 11
T00000316	Louisiana Rehab Services- Cynthia Clard	11
T00000316	Louisiana Rehab Services- Mike Harrell	15-Oct-12
T00000316	Louisiana Rehab Services- Tehill Wright	15-Oct-12
T00000225	Lumbee River Electric Corp - Ruby Clark	27-Oct-10
T00000205	MYCAA/Military Souse Career Account - Jane B Burke	26-Oct-10
T00000338	Maine Department of Rehab Services - Heather Gilmour	29-Oct-10
T00000185	Malaysian Rubber Board - Hashimah Abu Hashim	25-Oct-10
T00005004	Marine Corps Scholarship Foundation	21-Dec-10
T20200000	Marshall County Board of Education - Lisa Mason	26-Oct-10
T00000362	Marshall Space Flight Center - Jane Thomas	28-Oct-10
T00000361	Marshall Space flight Center - Cory McElyea	28-Oct-10
T00000335	Maryland State Dept of Rehab Services - James Reissig	29-Oct-10
T00000325	Med-Trans Corp- Tamica Williams	28-Oct-10
T00000503	Medical University of South Carolina- Nancy Carder	12-Jan-11
T00000192	Mellon Bank, NA - Lori M LaMar	26-Oct-10
T00000352	Metropolitan Nashville Public Schools - Debbie C Hirsch	28-Oct-10
T00000360	Michigan Education Trust - Robin Lott	28-Oct-10 10-May- 11
T00000015	Middle Tennessee State University	11
T00000015	Middle Tennessee State University - Anita Carter	10-May- 11
T00000511	Milwaukee Area Workforce Investment Board	23-May- 11

T00000328	Minnesota Rehab Services- Steve Pesola	29-Oct-10
T00000377	Minority Empowerment Initiative Trust - Dr. Willis Holloway	28-Oct-10
T00000320	Mississippi Prepaid College Program - Kathy Barker	28-Oct-10
T00000013	Motlow State Community College - Reada Payne	26-Oct-10
T00000204	Mount Currie Band Council - Martin Pierre	26-Oct-10
T00000269	NETPDTC N8155/Navy	28-Oct-10
T00000026	Nashville State Community College - Elaine Davis	27-Oct-10
T00000224	Naval Surace War Center - L. Hamblin	27-Oct-10
T00000223	Naval Surface Center - Audrey Gillian	27-Oct-10
T00000520	Naval Surface Warfare Center Dahlgren	13-Aug-11
T00000278	Navsea 08- Angela West	28-Oct-10
T00000333	Nevada Prepaid Tuition Program - Cathy Vasquez	29-Oct-10
T00000275	New Jersey Commission for the Blind- Jan Mielchen	28-Oct-10
T00000258	Nidge Universitesi Rekrotlugu- Prof Tasdurmaz	28-Oct-10
T00005015	North Carolina Community Foundation, Inc.	29-Feb-12
T00000283	North Carolina Vocational Rehab- Eric Ward	28-Oct-10
T00000521	North Carolina Vocational Rehabilitation	13-Aug-11
T00000027	Northeast State Tech Comm College - Diane Fitzgerald	22-Mar-12
T00000027	Northeast State Tech Comm College - Robin Byrd	22-Mar-12
T00000244	ORISE - Samuel Held	28-Oct-10
T00000237	ORISE/DHS Scholarship and Fellowship-LeighAnn Pennington	28-Oct-10
T00000288	Oak Ridge Associated Universities- Marie Westfall	28-Oct-10
T00000236	Oak Ridge Institute for Science and Educ - Barbara Dorsey	28-Oct-10
T00000235	Oak Ridge Institute for Science and Education - Alicia Wells	28-Oct-10
T00000191	Ohio Rehab Services - Elisa Ericson	26-Oct-10
T00000243	Orise/Global Change Education Program	7-Apr-11
T00000243	Orise/Global Change Education Program - Pai Moua	7-Apr-11
T00000536	PEO Carriers	7-Aug-12
T00000314	Paris Rotary Club	28-Oct-10
T00000014	Pellissippi State Tech Comm College - Carol Nicolls	22-Mar-12
T00000014	Pellissippi State Tech Comm College - Debra Clark	22-Mar-12
T00000210	People's Libyan Arab Jamahiriya - Ms. Aseel Elborno	29-Mar-11
T00000497	Polk County Department of Education	10-Jan-13
T00000541	Presentation College	17-Aug-12
T00000322	Rarity Bay Women'sw Club- Shelia Walliser	28-Oct-10
T00005009	Riverdale High School	17-Mar-11
T00000022	Roane State Community College - Tabatha Hamby	27-Oct-10
T00000337	Rockingham Educational Foundation - Donna Miller	29-Oct-10
T00000279	Ross University- Lou de Castro	28-Oct-10

T00000220	Rotary International - Ron Weatherspoon	27-Oct-10
T00000270	Rotary International 6730- Ron Weatherspoon	24-Aug-11
T00000270	Rotary International 6760- Ron Weatherspoon	24-Aug-11
T00000297	Royal Thai Embassy - BoonPlook Chaiket	25-Oct-10
T00000523	SCG Chemicals Co. LTD	16-Aug-11
T00000246	SOACDF - Educational Assistance Program	28-Oct-10
T00000240	Saint Thomas Hospital _ Marilyn Gentzler	28-Oct-10
T00000272	Sandia National Laboratories	28-Oct-10
		27-May-
T00000226	Saudi Arabian Cultural Mission	11
		27-May-
		11
T00000226	Saudi Arabian Cultural Mission - Huda Abushar	11
T00000504	Schlumberger Engineering- Yilmaz Luy	12-Jan-11
T00000386	Shelby County Board of Commissioners - Sharon Smith	28-Oct-10
T00000232	Siemens Medical Solutions, USA - Freddie Walker	28-Oct-10
T00000364	Societe Tunisienne De Banque	28-Oct-10
		17-May-
		11
T00005012	Society of Petroleum Engineers, East Ky Section	11
T00000247	South Carolina Prepayment Program	28-Oct-10
T00000187	South Carolina Vocational Rehab Dept - Lorell C Gordon	25-Oct-10
T00000535	Southern Adventist University	25-Jul-12
T00000023	Southwest Tennessee Community College - Ruth Lemon	27-Oct-10
T00000250	Southwest Virginia Higher Education Center-Alicia Young	28-Oct-10
T00000276	St. George's University Services, LTD- Monique Brewster	28-Oct-10
T00000379	St. Jude Children's Research Hospital - Trini Guerrero	28-Oct-10
T00000313	Stanford University	14-Dec-12
T00000378	Stanford University - Judy Ray	28-Oct-10
T00000313	Stanford University- Rubie C Paredes	14-Dec-12
T00005003	Station Camp High School	21-Dec-10
		30-Mar-
		12
T00000301	TECTA-Saundra Stiles	12
		30-Mar-
		12
T00000301	TECTA-Whitney Deakins	12
T00008000	THE ESTATE OF A. R. FRIZZELL	7-Jan-11
T00008000	THE ESTATE OF ANDREA RACHAEL FRIZZELL	7-Jan-11
T00000282	TN Center for Child Welfare/MTSU- Lauri Schultz	28-Oct-10
		21-May-
		12
T00000534	TN Department of Children's Services (DCS)	12
T00000401	TN Voc Rehab	1-Jun-11
T00000407	TN Voc Rehab - Allison Spencer	17-Aug-11
T00000408	TN Voc Rehab - Darleen Strassner	24-Aug-11
T00000404	TN Voc Rehab - Gail Evans	16-Aug-11
T00000417	TN Voc Rehab - James Lauderdale	18-Aug-12
T00000406	TN Voc Rehab - Leanne Pierce	17-Aug-11
T00000412	TN Voc Rehab - Rhonda Corvette	23-Jan-12

T00000411	TN Voc Rehab - Sam Pearson	12-Jan-12
T00000508	TN Voc Rehab-William Hess	21-Jan-11
T00000415	TN Voc Rehab. - Jennifer Chlarson	16-Aug-12
T00000409	TN Voc. Rehab - Claire Lange	14-Oct-11
T00000410	TN Voc. Rehab - Amiee Wallace	10-Jan-12
T00000405	TN Voc. Rehab - Isaac martin	17-Aug-11
T00000413	TN Voc. Rehab - Jamie McCrary	3-Aug-12
T00000421	TN Voc. Rehab - Kelsey Koenig	4-Feb-13
T00000418	TN Voc. Rehab - Patrick Owen	27-Aug-12
T00000422	TN Voc. Rehab - Patrick Owen	4-Feb-13
T00000414	TN Voc. Rehab. - Bruce Crain	16-Aug-12
T00000419	TN Voc. Rehab. - Diana Hague	1-Feb-13
T00000416	TN Voc. Rehab. - Jill Rightler	16-Aug-12
T00000424	TN. Voc. Rehab. - Deedra Glenn	6-Feb-13
T00000423	TN. Voc. Rehab. - Melanie Hampton	5-Feb-13
T00000323	Teh Wapakoneta Area Community Foundation-Larry R Tester	28-Oct-10
T00000035	Tennessee Technology Center at Jacksboro - Bobbie J Gross	27-Oct-10 10-Mar- 11
T00000059	Tennessee Voc Rehab - Mark L Rottero	11
T00000527	Tennessee Board of Regents	25-Aug-11
T00000374	Tennessee Career Center - Debra J Clark	28-Oct-10
T00000255	Tennessee Department of Transportation - Becky Higley	8-Nov-12
T00000255	Tennessee Department of Transportation - Tim Pearsall	8-Nov-12
T00000199	Tennessee Division of Rehab Services - Robyn O'Neal	26-Oct-10
T00000016	Tennessee State University - Deloris Modunkwu	26-Oct-10
T00000002	Tennessee Tech at Athens - Barbara Brakebill	26-Oct-10
T00000029	Tennessee Tech at Memphis - Marc Davis	26-Oct-10
T00000402	Tennessee Tech at Newbern	14-Jul-11
T00000017	Tennessee Technological University	27-Oct-10
T00000403	Tennessee Technology Center @ Hohenwald	30-Jul-12
T00000002	Tennessee Technology Center at Athens - Barbara Brakebill	26-Oct-10
T00000007	Tennessee Technology Center at Covington - Linda Ray	26-Oct-10
T00000028	Tennessee Technology Center at Elizabethton - Dean Blevins	27-Oct-10
T00000030	Tennessee Technology Center at Harriman - Sheila Hicks	27-Oct-10
T00000036	Tennessee Technology Center at Hartsville - Susan Celsor	17-Jul-12
T00000036	Tennessee Technology Center at Hartsville - Susan McDonald	17-Jul-12
T00000032	Tennessee Technology Center at Livingston - Myra West	27-Oct-10
T00000038	Tennessee Technology Center at McMinnville - Andy Forrester	27-Oct-10
T00000029	Tennessee Technology Center at Memphis - Marc Davis	26-Oct-10
T00000006	Tennessee Technology Center at Morristown	26-Oct-10
T00000006	Tennessee Technology Center at Morristown - Lynn Elkins	26-Oct-10 10-May- 11
T00000400	Tennessee Technology Center at Murfreesboro	11

T00000400	Tennessee Technology Center at Murfreesboro - Jean Williams	10-May-11
T00000033	Tennessee Technology Center at Nashville	27-Oct-10
T00000037	Tennessee Technology Center at Oneida/Huntsville	27-Oct-10
T00000008	Tennessee Technology Center at Paris	26-Oct-10
T00000031	Tennessee Technology Center at Pulaski - Nancy Dunnavant	27-Oct-10
T00000034	Tennessee Technology Center at Whiteville - Charla Cooper	27-Oct-10
T00000176	Tennessee VOc Rehab - Gary Mott	28-Oct-10
T00000169	Tennessee Voc Rahab - Dan K Eason	28-Oct-10
T00000142	Tennessee Voc Rahab - Leslie Hull	28-Oct-10
T00000059	Tennessee Voc Rehab	19-May-11
T00000088	Tennessee Voc Rehab - Alicia Scruggs Mosley	28-Oct-10
T00000174	Tennessee Voc Rehab - Amanda F Cleek	28-Oct-10
T00000109	Tennessee Voc Rehab - Amy Rader	28-Oct-10
T00000058	Tennessee Voc Rehab - Angie S Respress	27-Oct-10
T00000062	Tennessee Voc Rehab - Arthur H. Klar	27-Oct-10
T00000510	Tennessee Voc Rehab - Ashley Ramsey	18-Mar-11
T00000103	Tennessee Voc Rehab - Audrey Hughes	28-Oct-10
T00000104	Tennessee Voc Rehab - Barbara Rowe	28-Oct-10
T00000057	Tennessee Voc Rehab - Barbara W Brown	27-Oct-10
T00000064	Tennessee Voc Rehab - Belinda Champion	27-Oct-10
T00000160	Tennessee Voc Rehab - Bill Everett	28-Oct-10
T00000040	Tennessee Voc Rehab - Brenda G. Evans	26-Oct-10
T00000120	Tennessee Voc Rehab - Brenda Lawrence	28-Oct-10
T00000158	Tennessee Voc Rehab - Brenda Ross	28-Oct-10
T00000121	Tennessee Voc Rehab - Brian Kennedy	28-Oct-10
T00000147	Tennessee Voc Rehab - Bridgett Blevins	28-Oct-10
T00000050	Tennessee Voc Rehab - Bruce B Brown	26-Oct-10
T00000154	Tennessee Voc Rehab - Candy Ruesken	28-Oct-10
T00000113	Tennessee Voc Rehab - Carolyn Edwards	28-Oct-10
T00000067	Tennessee Voc Rehab - Cathy Holt	27-Oct-10
T00000168	Tennessee Voc Rehab - Charles Lankford	28-Oct-10
T00000148	Tennessee Voc Rehab - Chris Gallaher	28-Oct-10
T00000085	Tennessee Voc Rehab - Christy Hill	27-Oct-10
T00000100	Tennessee Voc Rehab - Christy Starnes	28-Oct-10
T00000087	Tennessee Voc Rehab - Cindy Groce	28-Oct-10
T00000099	Tennessee Voc Rehab - Claire Lange	28-Oct-10
T00000123	Tennessee Voc Rehab - Collietta Bassett	28-Oct-10
T00000149	Tennessee Voc Rehab - Connie Baumgardner	28-Oct-10
T00000043	Tennessee Voc Rehab - Connie Miller	26-Oct-10
T00000069	Tennessee Voc Rehab - David Bowers	27-Oct-10
T00000046	Tennessee Voc Rehab - David F Sweitzer	26-Oct-10

T00000507	Tennessee Voc Rehab - Deborah Amick	13-Jan-11
T00000135	Tennessee Voc Rehab - Deborah Michael	28-Oct-10
T00000098	Tennessee Voc Rehab - Denise Webb	28-Oct-10
T00000042	Tennessee Voc Rehab - Dorris McBride	26-Oct-10
T00000070	Tennessee Voc Rehab - Earl Watkins	27-Oct-10
T00000130	Tennessee Voc Rehab - Elise W Young	28-Oct-10
T00000110	Tennessee Voc Rehab - Elizabeth Stapleton	28-Oct-10
T00000171	Tennessee Voc Rehab - Ellen Averso	28-Oct-10
T00000060	Tennessee Voc Rehab - Ellie Parchman	27-Oct-10
T00000132	Tennessee Voc Rehab - Erika Lacey	28-Oct-10
T00000096	Tennessee Voc Rehab - Floria Jackson	28-Oct-10
		11-Mar-
T00000501	Tennessee Voc Rehab - Frank Bruton	11
		11-Mar-
		11
T00000501	Tennessee Voc Rehab - Frank Burton	11
T00000076	Tennessee Voc Rehab - George L Fugett	27-Oct-10
T00000136	Tennessee Voc Rehab - Iran Yarbrough	28-Oct-10
T00000081	Tennessee Voc Rehab - James Bunch	27-Oct-10
T00000140	Tennessee Voc Rehab - James Paige	28-Oct-10
T00000153	Tennessee Voc Rehab - Jane Mills	28-Oct-10
T00000097	Tennessee Voc Rehab - Jeff A Marsh	28-Oct-10
T00000128	Tennessee Voc Rehab - Jennifer R Schneider	28-Oct-10
T00000125	Tennessee Voc Rehab - Jennifer Sawyer	28-Oct-10
T00000156	Tennessee Voc Rehab - Jill Dyer	28-Oct-10
T00000071	Tennessee Voc Rehab - Jo Morey	27-Oct-10
T00000151	Tennessee Voc Rehab - John Ayers	28-Oct-10
T00000095	Tennessee Voc Rehab - John Piver	28-Oct-10
T00000167	Tennessee Voc Rehab - Jordan E Collins	28-Oct-10
T00000065	Tennessee Voc Rehab - Joy G Vaughn	27-Oct-10
T00000051	Tennessee Voc Rehab - Judy E Green	27-Oct-10
T00000108	Tennessee Voc Rehab - Judy Hart	28-Oct-10
T00000127	Tennessee Voc Rehab - Juliann Mathis	28-Oct-10
T00000115	Tennessee Voc Rehab - Kamekio Lewis	28-Oct-10
T00000161	Tennessee Voc Rehab - Karen Holloway Powell	28-Oct-10
T00000053	Tennessee Voc Rehab - Karen K Baker	27-Oct-10
T00000054	Tennessee Voc Rehab - Karen L Fleenor	27-Oct-10
T00000068	Tennessee Voc Rehab - Kathleen Walker	27-Oct-10
T00000162	Tennessee Voc Rehab - Kathleen Walker	28-Oct-10
T00000138	Tennessee Voc Rehab - Kelly Roberts	28-Oct-10
T00000074	Tennessee Voc Rehab - Ken Clark	27-Oct-10
T00000150	Tennessee Voc Rehab - Kim Dance	28-Oct-10
T00000133	Tennessee Voc Rehab - Kimberly Sappington	28-Oct-10
T00000116	Tennessee Voc Rehab - Kimberly Washington	28-Oct-10

T00000082	Tennessee Voc Rehab - Kristeena Givens	27-Oct-10
T00000084	Tennessee Voc Rehab - Lana Newton	27-Oct-10
T00000092	Tennessee Voc Rehab - Larry Shaw	28-Oct-10
T00000044	Tennessee Voc Rehab - Larry Vaden	26-Oct-10
T00000137	Tennessee Voc Rehab - Laura Mills	28-Oct-10
T00000157	Tennessee Voc Rehab - LeeAnne Tucsnak	28-Oct-10
T00000172	Tennessee Voc Rehab - Leora Jackson	28-Oct-10
T00000164	Tennessee Voc Rehab - Lige Johnson	28-Oct-10
T00000073	Tennessee Voc Rehab - Linda Baharloo	27-Oct-10
T00000075	Tennessee Voc Rehab - Linda Cranford	27-Oct-10
T00000139	Tennessee Voc Rehab - Linda Owens	28-Oct-10
T00000143	Tennessee Voc Rehab - Linda Peterman	28-Oct-10
T00000177	Tennessee Voc Rehab - Lori Crawford	28-Oct-10
T00000112	Tennessee Voc Rehab - Lucy Mercer	28-Oct-10
T00000118	Tennessee Voc Rehab - Lynn Pentecost	28-Oct-10
T00000080	Tennessee Voc Rehab - Lynn Willis	27-Oct-10
T00000129	Tennessee Voc Rehab - Madge C Davis	28-Oct-10
T00000089	Tennessee Voc Rehab - Margaretann Walters	28-Oct-10
T00000039	Tennessee Voc Rehab - Marilyn C Murphy	26-Oct-10
T00000047	Tennessee Voc Rehab - Marjorie E Boyd	26-Oct-10
T00000059	Tennessee Voc Rehab - Mark L Rottero	19-May-11
T00000144	Tennessee Voc Rehab - Marvin Arbertha	28-Oct-10
T00000045	Tennessee Voc Rehab - Melanie Myers	26-Oct-10
T00000052	Tennessee Voc Rehab - Michael B Mayo	27-Oct-10
T00000049	Tennessee Voc Rehab - Midge M Terry	26-Oct-10
T00000066	Tennessee Voc Rehab - Mike Satterfield	27-Oct-10
T00000105	Tennessee Voc Rehab - Nichole Garrett	28-Oct-10
T00000155	Tennessee Voc Rehab - Opheca Jordan	28-Oct-10
T00000152	Tennessee Voc Rehab - Patti C Bell	28-Oct-10
T00000072	Tennessee Voc Rehab - Paula Knisley	27-Oct-10
T00000117	Tennessee Voc Rehab - Phil McPeak	28-Oct-10
T00000079	Tennessee Voc Rehab - Priscilla L Finnell	27-Oct-10
T00000124	Tennessee Voc Rehab - Randall Boothe	28-Oct-10
T00000159	Tennessee Voc Rehab - Reecie Teague	28-Oct-10
T00000126	Tennessee Voc Rehab - Robyn O'Neal	28-Oct-10
T00000122	Tennessee Voc Rehab - Rodney Case	28-Oct-10
T00000094	Tennessee Voc Rehab - Roy G Harlan	28-Oct-10
T00000091	Tennessee Voc Rehab - Samuel Smith	28-Oct-10
T00000078	Tennessee Voc Rehab - Scott Corey	27-Oct-10
T00000163	Tennessee Voc Rehab - Sharon Driver	28-Oct-10
T00000063	Tennessee Voc Rehab - Sheila M Dorris	27-Oct-10
T00000106	Tennessee Voc Rehab - Sherry Callahan	28-Oct-10

T00000166	Tennessee Voc Rehab - Sherry Hill	28-Oct-10
T00000041	Tennessee Voc Rehab - Shirley A Jarnigan	26-Oct-10
T00000119	Tennessee Voc Rehab - Sonya Hood	28-Oct-10
T00000111	Tennessee Voc Rehab - Stacey Hoffman	28-Oct-10
T00000102	Tennessee Voc Rehab - Stracee Robinson	28-Oct-10
T00000114	Tennessee Voc Rehab - Susan Armour	28-Oct-10
T00000173	Tennessee Voc Rehab - Susan Garrett	28-Oct-10
T00000055	Tennessee Voc Rehab - Suzette S Amos	27-Oct-10
T00000101	Tennessee Voc Rehab - Tamara Oglesby	28-Oct-10
T00000107	Tennessee Voc Rehab - Tammie Buckles	28-Oct-10
T00000170	Tennessee Voc Rehab - Tammie Green	28-Oct-10
T00000165	Tennessee Voc Rehab - Tammie Winningham	28-Oct-10
T00000146	Tennessee Voc Rehab - Teresa Kirk	28-Oct-10
T00000141	Tennessee Voc Rehab - Teri Feigelson	28-Oct-10
T00000131	Tennessee Voc Rehab - Terry Wilkey	28-Oct-10
T00000093	Tennessee Voc Rehab - Thomas Harris	28-Oct-10
T00000077	Tennessee Voc Rehab - Thomas N Lloyd	27-Oct-10
T00000134	Tennessee Voc Rehab - Thungvanh Phrachak	28-Oct-10
T00000086	Tennessee Voc Rehab - Tina Jones	27-Oct-10
T00000090	Tennessee Voc Rehab - Tracy Berrong	28-Oct-10
T00000061	Tennessee Voc Rehab - Valerie I Jennings	27-Oct-10
T00000048	Tennessee Voc Rehab - Vernon L Hooks	26-Oct-10
T00000145	Tennessee Voc Rehab - Vicky Reeves	28-Oct-10
T00000056	Tennessee Voc Rehab - Will Wright	27-Oct-10
T00000175	Tennessee Voc Rehab - Yolanda Flowers	28-Oct-10
T00000139	Tennessee Voc rehab - Linda Owens	28-Oct-10
T00000177	Tennessee Voc rehab - Lori Crawford	28-Oct-10
T00006111	Tennessee Vocational Rehab Svcs	15-Nov-11
T00000277	Texas Guaranteed Tuition Plan	28-Oct-10
T00000515	The American Legion, Department of Maryland	1-Aug-11
T00000376	The Catawba Indian Nation - Evie Stewaart	19-Sep-11
T00000376	The Catawba Indian Nation- Evie Stewart	19-Sep-11
T00008003	The Estate of Kevin Paul Davis	25-Apr-12
T00008004	The Estate of Scott J. Gianopoulos	25-Apr-12
T00000526	The Government of Trinidad and Tobago	29-Sep-11
T00000351	The Hashemite University - Prof A Barrikhi	29-Oct-10
T00000381	The Jackson Laboratory - Suzanne Serreze	28-Oct-10
T00000375	The Mohegan Tribe - Kurt Eichelberg	28-Oct-10
T00000312	The Negro Spiritual Scholarship Foundation- Sherina Johnson	28-Oct-10
T00000182	The Tribal Scholarship Program, MS Choctaw - Melanie Carson	25-Oct-10
T00000219	The University of the Thai of Commerce	27-Oct-10
T00000323	The Wapakoneta Area Community Foundation-Larry R Tester	28-Oct-10
T00000420	Tn Voc Rehab - Steve Harrison	1-Feb-13

T11111111	Transcript/Duplicate Dipolma	28-Feb-12
T00006007	Treasurer, State of TN	10-Aug-12
T00000499	Tri-State Educational Foundation	14-Dec-12
T00000285	Turkish Consulate General	28-Oct-10
T00000183	Turkish Embassy	25-Oct-10
T00000253	U.S. Coast Guard Headquarters-E. Lutkendhouse	28-Oct-10
T00000001	UHS	3-Jun-11
T00000001	UHS - Tami McClain	3-Jun-11
T00000324	UPA/United Physicians Association - Debbie Lash	28-Oct-10
T00000505	US Department of Justice - William L Bennett	13-Jan-11
T00000280	US Dept of Energy- Betty Warrick	28-Oct-10
T00000319	US Geological Survey Office - Debbie Colley	28-Oct-10
T00006000	US Treasury	21-Dec-10
T00000525	USDA	29-Sep-11
T00000330	USDA Forest Service - Elaine Kiefer	29-Oct-10
T00000331	USDA Forest Service - John Coulston	23-Feb-12
T00000331	USDA Forest Service - Tony Johnson	23-Feb-12
T00000340	USDA MRPBS FMD - Ashley Dihn	29-Oct-10
T00000217	UTAH Army National Guard	27-Oct-10
T00000311	UTC L &D Carrier Corp- Pam Coppinger	28-Oct-10
T00000296	United Arab Emirates/Embassy Cultural- Gudrun Kendon	28-Oct-10
T00000218	United States Army Health Professions - Marisa M Bacungan	27-Oct-10
T00000372	United Technologies Corporation - UTC L&D	28-Oct-10
T00000011	University of Memphis - Jennifer McNeil	26-Oct-10
T00000303	University of Norte Dame - Gina Wiedemann	28-Oct-10
T10000000	University of Tennessee	26-Jul-11
T00000539	University of Thai Chamber of Commerce	17-Aug-12
T00006911	VA Agent Cashier	4-Aug-11
T00000506	VA Vocational Rehab - Ashlee Buck	13-Jan-11
T00000342	VA Vocational Rehab - Jodie Arebalo	19-Jul-11
T00000343	VA Vocational Rehab - Keith Tackett	29-Oct-10
T00000005	Vanderbilt University - Judy Arntz	26-Oct-10
T00000242	Verizon-Wireless/IL	28-Oct-10
T00000309	Veterans Administration- Douglas Murdock	28-Oct-10
T00000317	Virginia College Savings Plan - Mary G Morris	28-Oct-10
T00000528	Virginia Tech	31-Aug-11
T00000024	Volunteer State Community College - Sheila Jessup	19-Feb-13
T00000024	Volunteer State Community College - Tandy Hamm	19-Feb-13
T00000211	WR_ALC/FTAC - Lee McNees	26-Oct-10
T00000025	Walters State Community College - Pamela Hughett	27-Oct-10
T00000207	Washington University in St. Louis - Christine Leonard	26-Oct-10
T00000193	West Virginia Rehab Services - Becky Hall	12-Feb-13
T00000193	West Virginia Rehab Services - Betty Parsons	12-Feb-13

T00000514	West Virginia Rehabilitation Services	28-Jul-11
T00000518	West Virginia Rehabilitation Services	11-Aug-11
T00000522	West Virginia Rehabilitation Services	15-Aug-11
T00000516	Westchester Golf Association Scholarship	21-Sep-11
T00000516	Westerchester Golf Association Scholarship	21-Sep-11
T00000382	William and Barchhelder - Jeffrey L Bramley	28-Oct-10
T00000332	Wisconsin Dept of Children's Services - Christine Lenske	29-Oct-10
T00000315	Work Force Essentials, Inc.- Robert A Reed	18-Feb-11
T00000315	Work Force Essentials, Inc.- Robert A Reeed	18-Feb-11
T00000189	Workforce Connections - David Mency	25-Oct-10
T00000358	Wyoming Workforce - Kymbriye Freeman	28-Oct-10
T00000389	Yarmouk University - Marwan R Kamal	28-Oct-10



**PROCESSING
EXEMPTIONS
IN
BANNER
SECTION 3**

NON-PAYROLL BASED EXEMPTIONS

FEE WAIVER INSTRUCTIONS

Teacher Dependent Discount

1. An original form must be submitted each semester – can accept faxed or scanned copies until the original can be submitted. Forms cannot be submitted retroactively. All signatures must be present.
2. Discount is for undergrad students 23 years or younger – if their 24th birthday falls in the semester – it is ok for them to have the waiver for that semester.
3. Teacher must be teaching full time in a Tennessee public school and have a current license number – check each license number by going to: <https://www.k-12.state.tn.us/tcertinf/EducatorSearch.asp> - put expiration date on the form.
4. Enter form in TSAEXPT using code 915801- if registered, enter TSAAPAY to accept the credit – discount covers 25% of the in-state maintenance (tuition).

Public School Technology Coordinator Dependent

1. An original form must be submitted each semester – can only accept faxed or scanned copies to meet fee deadline. Original forms must be forwarded to the Bursar's Office. Forms cannot be submitted retroactively. All signatures must be present.
2. Discount is for undergrad students 23 years or younger – if their 24th birthday falls in the semester – it is ok for them to have the waiver for that semester.
3. Employment is verified by calling the school they work at – most Technology Coordinators do not have a current teaching license.
4. Enter form in TSAEXPT using code 915802- if registered, enter TSAAPAY to accept the credit – discount covers 25% of the in-state maintenance (tuition).

State Dependent Discount

1. Discount is for undergrad students 23 years or younger – if their 24th birthday falls in the semester – it is ok for them to have the waiver for that semester.
2. A fax or a scanned copy is ok – employment is verified through the State of Tennessee.
3. Forms cannot be submitted retroactively. A new form must be submitted each semester. Discount covers 25% of the in-state maintenance (tuition).
4. Enter form in TSAEXPT using code 916001 – if registered, enter TSAAPAY to accept the credit – discount should appear on student's account. After entering the form – go to TVAAUTH and put the refund on hold by entering RFD and making the status "Authorized" until the State Verification list has been

returned. After verification, return to the TVAAUTH screen and mark the refund status as “RESCINDED” to refund the student.

5. Parent’s SSN must be listed on the form to verify employment. Compile a spreadsheet from Excel with the Parent’s name and SSN and the Student’s name and ID# to email to the State of Tennessee –current contact is Elizabeth Sneed.

Deceased State Employee Dependent Discount

1. Discount is for undergrad students 23 years or younger – if their 24th birthday falls in the semester – it is ok for them to have the waiver for that semester.
2. A fax or a scanned copy is ok – employment is verified through the State of Tennessee.
3. Forms cannot be submitted retroactively. Student only has to submit a form one time – the exemption can be rolled to future semesters without further verification. Discount covers 25% of the in-state maintenance (tuition).
4. Enter form in TSAEXPT using code 916002 – if registered, enter TSAAPAY to accept the credit – discount should appear on student’s account. After entering the form – go to TVAAUTH and put the refund on hold by entering RFD and making the status “Authorized” until the State Verification list has been returned. After verification, return to the TVAAUTH screen and mark the refund status as “RESCINDED” to refund the student.
5. Parent’s SSN must be listed on the form to verify their past employment. A death certificate must be provided for the first time only that the student submits a form. Compile a spreadsheet from Excel with the Parent’s name and SSN and the Student’s name and ID# to email to the State of Tennessee –current contact is Elizabeth Sneed.

Retired State Employee Dependent Discount

1. Discount is for undergrad students 23 years or younger – if their 24th birthday falls in the semester – it is ok for them to have the waiver for that semester.
2. A fax or a scanned copy is ok – employment is verified through the State of Tennessee.
3. Forms cannot be submitted retroactively. Student only has to submit a form one time – the exemption can be rolled to future semesters without further verification. Discount covers 25% of the in-state maintenance (tuition).
4. Enter form in TSAEXPT using code 916003 – if registered, enter TSAAPAY to accept the credit – discount should appear on student’s account. For the first semester- after entering the form – go to TVAAUTH and put the refund on hold by entering RFD and making the status “Authorized” until the State Verification list has been returned. After verification, return to the TVAAUTH screen and

mark the refund status as “RESCINDED” to refund the student. The form will not need to be verified after the first initial time.

5. Parent’s SSN must be listed on the form to verify their past employment. A death certificate must be provided for the first time only that the student submits a form. Compile a spreadsheet from Excel with the Parent’s name and SSN and the Student’s name and ID# to email to the State of Tennessee –current contact is Elizabeth Sneed.

State Employee

1. Must be employed six months before eligible to receive the discount. There is no age limit.
2. A fax or a scanned copy is ok – employment is verified through the State of Tennessee.
3. Forms cannot be submitted retroactively. A new form must be submitted each semester. SSN must be listed on the form to verify employment.
4. Discount covers the cost of one class for credit per semester. Will not cover to audit a class. It will not cover course fees or distance education fees. It will cover the library fee. The student may take two classes in the Summer semester and receive the discount if the classes don’t overlap i.e, a full session class. The student would have to take a 1st session class and a 2nd session class to receive the discount twice without overlapping.
5. Enter form in TSAEXPT using code 915901 – enter the amount of the discount. If registered, enter TSASPAY to accept the credit – discount should appear on student’s account. After entering the form – go to TVAAUTH and put the refund on hold by entering RFD and making the status “Authorized” until the State Verification list has been returned. After verification, return to the TVAAUTH screen and mark the refund status as “RESCINDED” to refund the student.
6. Enter the State employees name and SSN on the spreadsheet to send to the State for verification. Current contact is Elizabeth Sneed.

Board of Regents Employee – PC 191

1. Discount covers the cost of one class for credit per semester. Will not cover to audit a class. It will not cover course fees or distance education fees. It will cover the library fee. The student may take two classes in the Summer semester and receive the discount if the classes do not overlap (i.e, a full session class with a 1st or 2nd session class). The student would have to take a 1st session class and a 2nd session class to receive the discount twice without overlapping.
2. Fax or scanned copies are acceptable – does not need to be an original. Must be signed by the student and their supervisor.

Enter form in TSAEXPT using code 915701 – enter the amount of the discount. Go to TSASPAY and accept the credit. The credit can be refunded without any further verification.

INTERNAL NON-PAYROLL BASED EXEMPTIONS

The Bursar’s Office charges several university departments directly for student tuition and fees. Most of these account are athletic scholarships, graduate fellowships and exchange programs.

Before an exemption can be set up on TSAEXPT, a payment detail code must be set up in TWADETC. You will need the University account number and gl code to be charged. These codes are set up in the Bursar’s Office by the Bursar, Assistant Bursar or the Compliance Officer.

After the detail code has been set up, you can set up the Exemption. We try to use the department account number in the setup of the exemption Code. For example, you will note the university account number is E018605002 and the Exemption code we set up is 86050022.

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Save

Exemption Code: 86050022 Term: 201240 Fall Sem 2012

Exemption Base Information

Description: Football Grant-in-Aid Fees

Detail Payment Code: EFBF Football Grant-in-Aid-Tuition

Exemption Roll Options

Roll Expiration Term:

Roll Exemptions

Roll Students

The Detail Payment Code will be posted to the student's account when payments are accepted on TSASPAY or TSRCBIL is run in Apply Credit mode. The charge will go to the ledger as a charge to E018605002 in the nightly batch job.

You have the same options in Exemptions as you did in Contracts. You can authorize at either the account level, category level or detail code level.

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Account Level Authorization TSAEXPT 8.0 (KBANPR)

Rollback

Exemption Code: 86050022 Term: 201240 Fall Sem 2012

Percent	Minimum Amount	Maximum Amount	Source	Priority
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Save

Exemption Code: 86050022 Term: 201240 Fall Sem 2012

Category Code Level Authorization TSAEXPT 8.0 (KBANPR)

Category	Description	Priority	Percent	Minimum Amount	Maximum Amount	Source Indicator
FEE	Registration Fees	1	100			A
OTH	Other Charges	2	100			A
TUI	Registration Tuition	3	100			A

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Rollback

Exemption Code: 86050022 Term: 201240 Fall Sem 2012

Detail Code Level Authorization TSAEXPT 8.0 (KBANPR)

Detail Code	Description	Priority	Percent	Minimum Amount	Maximum Amount	Source Indicator
						A

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Save

Exemption Code: 86050022 Term: 201240 Fall Sem 2012

Person Authorization TSAEXPT 8.0 (KBANPR)

Delete	Student ID	Name	Roll	Expiration Term	Priority	Maximum Amount	Activity Date
<input type="checkbox"/>			<input checked="" type="checkbox"/>		1		07-AUG-2012
<input type="checkbox"/>			<input checked="" type="checkbox"/>		1		07-AUG-2012
<input type="checkbox"/>			<input checked="" type="checkbox"/>		2		07-AUG-2012
<input type="checkbox"/>			<input checked="" type="checkbox"/>		1		06-AUG-2012
<input type="checkbox"/>			<input checked="" type="checkbox"/>		1	14,209.00	08-AUG-2012
<input type="checkbox"/>			<input checked="" type="checkbox"/>		1		07-AUG-2012
<input type="checkbox"/>			<input checked="" type="checkbox"/>		1		07-AUG-2012

A maximum amount to be charged can be placed on the student. You will also note that the exemption can have different priorities if the student has multiple exemptions.



GRADUATE STUDENT

WAIVER RULES

SECTION 4

GRADUATE STUDENT WAIVER RULES

1. Student must be classified as a Graduate/Law student for registration/admission purposes.
2. Student must be appointed a minimum of 25% FTE as either a graduate assistant, graduate teaching assistant, graduate teaching associate or as a graduate research assistant. The student **MUST** have ONE position totaling 25% FTE. Positions **cannot** be combined to meet the 25% FTE.
3. Student must be appointed on payroll for the minimum appointment period for each semester listed below:

MINIMUM APPOINTMENT PERIODS

FALL SEMESTER SEPTEMBER 1 TO NOVEMBER 30 91 DAYS
SPRING SEMESTER FEBRUARY 1 TO APRIL 30 89 DAYS
SUMMER SEMESTER – FULL TERM JUNE 15 TO JULY 31 47 DAYS
FIRST SESSION ONLY JUNE 15 TO JUNE 30 16 DAYS
SECOND SESSION ONLY JULY 1 TO JULY 31 31 DAYS

Any student appointed for part of the minimum appointment period will receive a pro-rated waiver based on the number of days employed during the minimum appointment period. For example, a person employed 9/1 to 9/30 (30 days) would receive a waiver for 30 days divided by 91 days (number of days in Fall minimum appointment period) multiplied times the student's fees for the term based on number of hours enrolled. ($30/91 \times \$ \text{ Fees} = \text{Waiver Amount}$). The student is responsible for the balance of his fees for the term (10/1 to 11/30).

These students will automatically be set up in Banner with an exemption. GTA's, TA's, and GRA's will be set up with Exemption Code 915401 for the in-state maintenance fee and 915402 for the out-of-state tuition if applicable. GA's are set up with Exemption Code 915403 for the in-state maintenance portion and 915404 for the out-of-state tuition if applicable. When the appointment hits IRIS, it is fed to Banner during a nightly interface. A Banner program populates the students id number in the appropriate exemption and adds an attribute of EGA for use by the Financial Aid Office. If the student is terminated on IRIS, the exemption is also terminated in Banner. The termination will not show in Banner until it has posted to IRIS and been fed over to Banner.

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Save

Exemption Code: 915402 Term: 201120 Spring Sem 2011

Exemption Base Information

Description: Grad Tuitt Fee Waiver

Detail Payment Code: EXGO Grad Stu O/S Exempt Pmt

Exemption Roll Options

Roll Expiration Term: 999999 The End of Time

Roll Exemptions

Roll Students

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 915402 Term: 201120 Spring Sem 2011

Detail Code Level Authorization TSAEXPT 8.0 (KBANPR)

Detail Code	Description	Priority	Percent	Minimum Amount	Maximum Amount	Source Indicator
-> TG15	O/S Graduate Tuition	1	100	.00	99,999.00	A
TL15	O/S Law Tuition	2	100	.00	99,999.00	A
TV15	O/S Vet Med Tuition	3	100	.00	99,999.00	A
TD15	Distance Education O/S Tuition	4	100	.00	99,999.00	A
TS15	UTSI O/S Tuition	5	100	.00	99,999.00	A

The D under delete tells you that the student is no longer eligible for this exemption. The Activity Date tells you the date of the last update to the student's account.



Exemption Code: 915402 Term: 201120 Spring Sem 2011

Person Authorization TSAEXPT 8.0 (KBANPR)

Delete	Student ID	Name	Roll	Expiration Term	Priority	Maximum Amount	Activity Date
<input type="checkbox"/>	OC		<input type="checkbox"/>		2		13-DEC-2010
<input type="checkbox"/>	OC		<input type="checkbox"/>		2		10-JAN-2011
<input type="checkbox"/>	OC		<input type="checkbox"/>		2		22-JAN-2011
<input type="checkbox"/>	OC		<input type="checkbox"/>		2		13-JAN-2011
<input type="checkbox"/>			<input type="checkbox"/>		2		20-NOV-2010

4. The student must have a valid social security number in BOTH IRIS and BANNER. The number is used behind the scene to identify and match the student between the two systems. To add a SSN to IRIS, go to the IRIS website, select IRIS forms from the side-bar on the right side of the window, select Paper Forms and then select the Personal Data Form. Complete the Personal Data and submit it to HR along with a copy of the social security card and a new W-4 form. See screen navigation and form on the next page. To have the ssn added to SPAIDEN in Banner, please have the student take their social security card to the Registrar's Office, 212 Student Services Building.

IRIS Administrative Support - Microsoft Internet Explorer

Address: http://iris.tennessee.edu/

THE UNIVERSITY OF TENNESSEE System

412 Conference Center Bldg., Knoxville, TN 37996-4140
Copyright ©2005 The University of Tennessee

IRIS Administrative Support

Human Resources/Payroll Forms

Form Name	Excel	PDF	Instructions
Additional Pay	E-Form Available		Instructions New 7/01/04
Corporate Function Supplemental Form (JT Extension Only)	Excel Rev. 1/24/06	PDF Rev. 1/24/06	Instructions included on form
Change Position	E-Form Available		Instructions
Create Position	E-Form Available		Instructions
Employee Termination	E-Form Available		Instructions New 7/1/04
Employee Termination Correction Form	Excel New 7/1/04	PDF New 7/1/04	Instructions New 7/1/04
Family/Related Person	Excel Rev. 1/14/02	PDF Rev. 1/14/02	Instructions
Hire or Pay Casual Laborer	Excel Rev. 8/6/04	PDF Rev. 8/6/04	Instructions Rev. 8/6/04
Initial Hire/Rehire of Employee	Excel Rev. 1/24/06	PDF Rev. 1/14/06	Instructions Rev. 1/24/06
Payment of Banked Comp Time	Excel New 7/18/02	No PDF Version	Instructions New 7/18/02
Pay/Funding Change	E-Form Available		Instructions New 7/1/04
Personnel Change Form	Excel Rev. 1/24/06	PDF Rev. 1/24/06	Instructions Rev. 1/24/06
Personnel Information Form (PIF)	Excel Rev. 1/24/06	PDF Rev. 1/24/06	Instructions Rev. 1/24/06
Personal Data Form	Excel Rev. 6/14/04	PDF Rev. 6/14/04	Instructions Rev. 10/25/04
Record a Friend	E-Form Available		Instructions

QUICK LINKS

- Effort Certification
- HR/Payroll Deadlines
- IRIS Forms
- IRIS General Ledger Account List
- IRIS General Ledger Account Definitions
- IRIS Mailing Lists
- Links of Interest
- Reporting
- SAP in Higher Education
- Scheduled Maintenance
- Web SAPGui

http://iris.tennessee.edu/HR%20Misc/Forms/PersonalDataForm.PDF - Microsoft Internet Explorer

File Edit Go To Favorites Help

Address http://iris.tennessee.edu/HR%20Misc/Forms/PersonalDataForm.PDF

You cannot save data typed into this form. Please print your completed form if you would like a copy for your records.

**THE UNIVERSITY OF TENNESSEE
PERSONAL DATA FORM**

EFFECTIVE DATE _____ New Update

PERSONAL DATA (IT0002)

Personnel # _____ (Personnel # required on all changes/separations)

Form of Address: Mr. Mrs. Miss Ms. Dr.

Last Name _____ Middle Name _____

First Name _____ Soc. Security # _____

Known as _____

Birth date _____ (mm/dd/yyyy) Gender Male Female

Nationality _____ Marital Status Single Married

Name Change Previous Name _____

PERMANENT RESIDENCE (IT0006-Subtype 1)

C/O _____

Street _____

County _____

Before an International Student can be employed as a GA, GTA or GRA, they must present the International Office with a GA Financial Verification form available on the CIE website at: <http://web.utk.edu/~globe/students/forms.php>

International Student Services: Forms for International Students - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://web.utk.edu/~globe/students/forms.php

THE UNIVERSITY of TENNESSEE

University Links A-Z Index / WebMail / Dept. Directory Enter search terms Select type of search

International Student Services

Home Orientation Immigration Information Estimate of Expenses Resources New Students Health Insurance Staff Forms CIE Home

Forms PRINT MAIL

Adobe Acrobat Reader is required to open and view/print any of the forms. For help with working with PDF forms, see our PDF Tip Sheet.

New and Transfer Students

- GA (Graduate Assistantship) Financial Verification Form
- Immigration Information Form

Current Students

- Change of Address
- Declaration of F-1 Student Responsibility for Compliance with U.S. Immigration Regulations
- Employment Verification for SS#
- Sample Employment Verification letter
- Extension of Program (Academic Advisor's Form)
- GA(Graduate Assistantship)Financial Verification Form
- I-20 Request Form
- Letter Request Form

http://web.utk.edu/~globe/students/forms/ssmemo.pdf - Microsoft Internet Explorer

File Edit Go To Favorites Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Address http://web.utk.edu/~globe/students/forms/ssmemo.pdf Go Links

Save a Copy Select 118% Search Web Adobe Reader 7.0

You cannot save data typed into this form. Please print your completed form if you would like a copy for your records. Print Form Highlight fields

Signatures Pages Attachments Comments

Instructions to Departments

Please read the following instructions PRIOR TO issuing an on-campus verification memorandum to the F-1 student.

The Social Security Administration requires the UT Center for International Education (CIE) verify specific information pertaining to the student's on-campus employment before a student is eligible to apply for a social security number. An F-1 international student who has an on-campus job and needs to apply for a social security number must provide CIE with a departmental employment verification memo BEFORE they can apply for the social security number.

On the following page you will find a sample memorandum for departmental use.

You can fill in the appropriate information and print the document using Acrobat Reader.

1 of 2

Done Unknown Zone

http://web.utk.edu/~globe/students/forms/ssmemo.pdf - Microsoft Internet Explorer

File Edit Go To Favorites Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Address http://web.utk.edu/~globe/students/forms/ssmemo.pdf Go Links

Save a Copy Select 118% Search Web Adobe Reader 7.0

You cannot save data typed into this form. Please print your completed form if you would like a copy for your records. Print Form Highlight fields

Signatures Pages Attachments Comments

Date _____

Employment Verification Memorandum

To Whom It May Concern:

This memo serves as evidence of on-campus employment for _____ who is an F-1 student at The University of Tennessee

The student's Job Description is _____

His/Her anticipated or actual start date of employment _____ and the number of hours per week is _____

Employer contact information: _____

2 of 2

Done Unknown Zone

If the student has a break in his IRIS payroll distribution periods for the term, the waiver will be pro-rated. For example, a student has a payroll distribution for 9/1 to 9/15 and 11/1 to 11/30. This student will be charged a pro-rated fee for 9/16 to 10/31. If the student is classified as an out-of-state student, the pro-rated fee will be based on out-of-state tuition.

If the student is only paid from an E01 Cost Center that is Centrally Funded, the in-state and out-of-state tuition will be charged to the Central Pool Account, E019005. All other Cost Centers and WBS Elements will be charged for the in-state portion of the fees with the out-of-state portion going to the Central Pool Account. If the student has multiple positions/distributions, the in-state fees will be pro-rated based on how much they are paid from each distribution. If the department wants to transfer funds after the charge is made, they can do so with proper approvals.

TERMINATION OF APPOINTMENT

TERMINATION AND STUDENT STAYS IN SCHOOL

If a student terminates his GA, GTA, TA or GRA appointment during the minimum appointment period, his fees will be prorated for the balance of the term. The number of days in the minimum appointment period and the number of days the student is not on payroll will be used to determine the student's charge. Example: Student terminates on 9/30. The student owes 61/91 X \$ Fees = Amount Due. The student will owe the fees for October 1 through November 30.

TERMINATION AND STUDENT **WITHDRAWS** FROM SCHOOL

A student who terminates his assistantship and withdraws from school could be responsible for a pro-rated portion of his fees. **If the withdrawal date is the same OR earlier than the termination dated of the assistantship, the department is responsible for the student's fees.** The student who terminates his assistantship and withdraws at a later date must pay a pro-rated portion of his fees.

EXCEPTION FOR GRADUATING STUDENTS

A student who terminates his appointment and meets the following conditions is eligible for a fee exception for payment of fees. If the student:

1. Has completed **ALL** degree requirements
2. Left assistantship to accept a position outside of the University OR a Regular Staff position at The University of Tennessee
3. Will graduate at the end of current term
4. Exception is requested in writing by the Department

The department should send a memo or e-mail to the Bursar's Office stating that the student has met **ALL** of the conditions listed above. The fees will then be charged to the appropriate Cost Center/WBS Element based on the student's position at the time of termination. The student will not be held responsible for any tuition charges. The student will need to pay any remaining non-tuition charges such as graduation fee, Program & Services fees, Technology Fee, Transportation Fee, Facility fee and any course related or lab fees.

Questions: Susan Forman, 974-1384 or e-mail sforman@utk.edu
Thelma Vandergriff, 974-1394 or e-mail tvanderg@utk.edu
Renee Bumgarner, 974-2222 or email at sbumgarn@utk.edu
Fax – 974-1945



GENERAL LEDGER

RECONCILIATION

REPORTS

IN ARGOS

Section 5

Logging into ARGOS to run departmental reports

You must have a Banner id and have to have logged into Banner in order to access Argos. To apply for ARGOS access go to: <http://registrar.tennessee.edu/forms/index.shtml>. Under Faculty/Staff, select Argos New User Request Form.

Site Actions ▾ Browse Documents Library

THE UNIVERSITY of TENNESSEE Knoxville ▸ Public Documents ▸ All Documents ▾

Home [UG Admissions Operational Reports](#) [UTK Reporting Team](#)

Documents	Type	Name	Modified
Shared Documents		Argos_account_request_form_2012_09_28	9/28/2012 9:38 AM
SunGard BPA Report		NOLIJ WEB Account Request_Generl_Ver01	1/2/2013 9:44 AM
UTK Project Plans		ODS_account_request_form_2012_09_04	9/28/2012 9:37 AM
UTK Banner Core Team Documents			

Request for Argos Development / Production Account

Fax completed form to Enrollment Services Tech Team at 974-0727.

Please use this form to request an Argos account. To use Argos to run reports for the Student Informations System (Banner), you must have a INB Banner account.

Name: _____ Request Date: _____
(Last First Middle Suffix)

NetID: _____ E-mail: _____ Phone: _____

UT Position/Job Title: _____

College: _____ Dept: _____

Access Requested							
		ARGOS PRODUCTION			ARGOS DEVELOPMENT		
		Datablock Designer	Report Writer	Report Viewer	Datablock Designer	Report Writer	Report Viewer
<input type="checkbox"/>	ANDI						
<input type="checkbox"/>	Quality Control						
UTK Student Information Systems							
<input type="checkbox"/>	Admissions – Graduate						
<input type="checkbox"/>	Admissions – Monday Morning Reports						
<input type="checkbox"/>	Admissions – Undergraduate						
<input type="checkbox"/>	Bookstore						
<input type="checkbox"/>	Financial Aid						
<input type="checkbox"/>	Graduation						
<input type="checkbox"/>	Registration						
<input type="checkbox"/>	Security						
<input type="checkbox"/>	Student Accounts Receivable						
<input type="checkbox"/>	Student Data Resource						

UTK Student Information Systems							
<input type="checkbox"/>	Admissions – Graduate						
<input type="checkbox"/>	Admissions – Monday Morning Reports						
<input type="checkbox"/>	Admissions – Undergraduate						
<input type="checkbox"/>	Bookstore						
<input type="checkbox"/>	Financial Aid						
<input type="checkbox"/>	Graduation						
<input type="checkbox"/>	Registration						
<input type="checkbox"/>	Security						
<input type="checkbox"/>	Student Accounts Receivable						
<input type="checkbox"/>	Student Data Resource						
<input type="checkbox"/>	Time Table						
<input type="checkbox"/>	UTSI						
<input type="checkbox"/>	Institutional Research Administration						
<input type="checkbox"/>	Center for International Education						
<input type="checkbox"/>	Chancellor Reports						
<input type="checkbox"/>	Dean of Enrollment Services						
<input type="checkbox"/>	Dept. Accounts Receivable						
<input type="checkbox"/>	Registrar College Reports						
<input type="checkbox"/>	Student Success Center						

You will select Department Accounts Receivable and check Report Viewer.

Provide an explanation of how you intend to use Argos. Access will not be granted without an explanation. Access will be granted based on your explanation and job function/role within the University.

TERMS USE OF THIS SYSTEM

This system and all data it contains is the property of the University of Tennessee. It is for authorized use only. Users are expected to comply with Information Technology Policy 110, Acceptable Use of Information Technology Resources. In addition, information in this system is protected under FERPA and by accessing this system you acknowledge you are aware of the restrictions on sharing any such information.

Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil charges/criminal penalties. By using this system, you indicate your awareness of and consent to these terms and condition of use.

SECURITY OF USER IDS AND PASSWORDS

Your user ID and password may not be shared with anyone. This account is set up for only your use. You may not log anyone else on with your user ID or password. You may not leave your Argos account up and running while you are out of your office. To secure your account, you must either log off the system or protect your PC with a password (e.g. screensaver password). Violation of this policy could result in revocation of access to Argos and disciplinary action up to and including termination of employment.

CONFIDENTIALITY OF EDUCATION RECORDS

The confidentiality of education records is governed by The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. & 1232g, as amended, and its implementing regulations, and the confidentiality provisions of the Tennessee Public Records Act, Tenn. Code Ann. & 10-7-504 (a)(4). Absent the student's written consent, review and approval by the Chancellor, the Dean of Students, the Asst. Provost of Enrollment Services, or the University Registrar (or their designees) is required for the exercise of the statutory exceptions to the confidentiality of education records, including any lawful disclosure to non-University persons or agencies and disclosure under emergency circumstances.

CONFIDENTIALITY AGREEMENT: I understand that under mandate of federal and state laws identified on this form, University policy protects the confidentiality of education records (including student academic histories) and information contained in education records. Without the student's written consent, I will not disclose education records or information contained in education records to any person or organization outside the University or (2) to any office or individual within the University community unless that University office or individual has been determined by the University to have a legitimate educational interest. I will keep the records and information I retrieve in such a way that they cannot be accessed by unauthorized persons, and when no longer needed for the purpose(s) described below, I will destroy all copies so that they are no longer recognizable. I will use the education records and information in those records solely for the following legitimate educational purpose(s) related to my University employment.

By signing below, I certify that I understand and will comply with the above-stated limitations on disclosure and use of all education records I access through my Argos account. I understand that failure to comply with these limitations is a violation of University policy subject to disciplinary action up to and including termination of employment. I further understand that failure to comply with the restrictions outlined on this form concerning security of my user ID and password is a violation of University policy subject to revocation of access and disciplinary action up to and including termination of employment.

Signature: _____ Date: _____

Approval required by Dean, Director, or Department Head

Approved by (Please print): _____ Title: _____

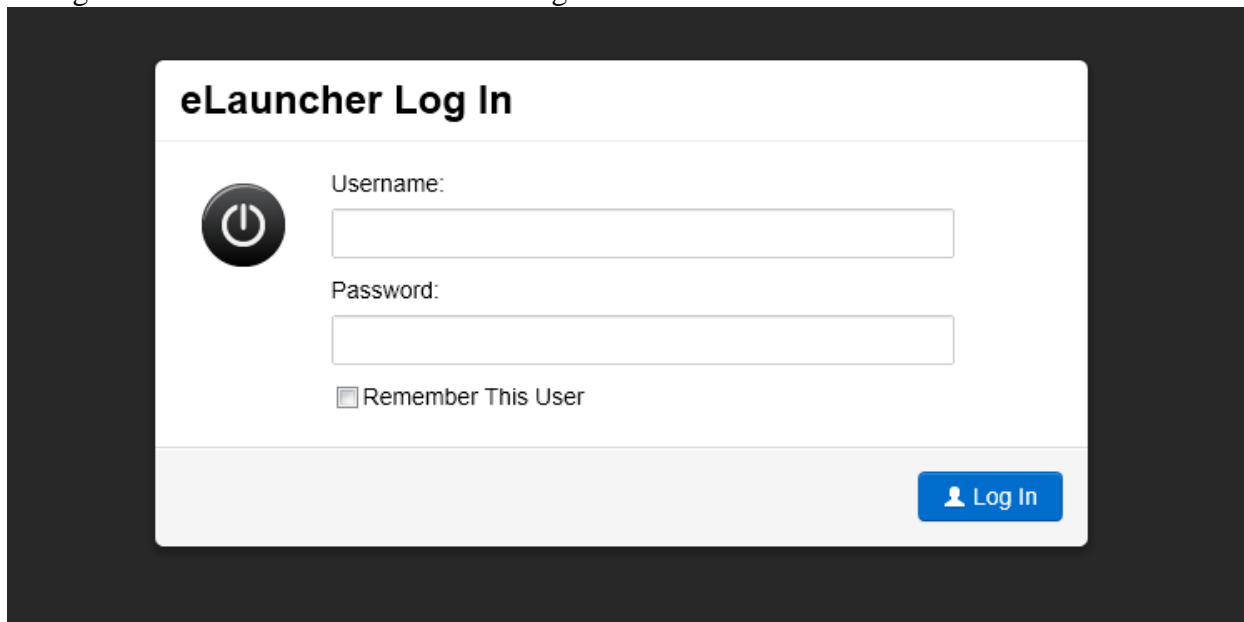
Signature: _____ Date: _____

Argos Account Request Form

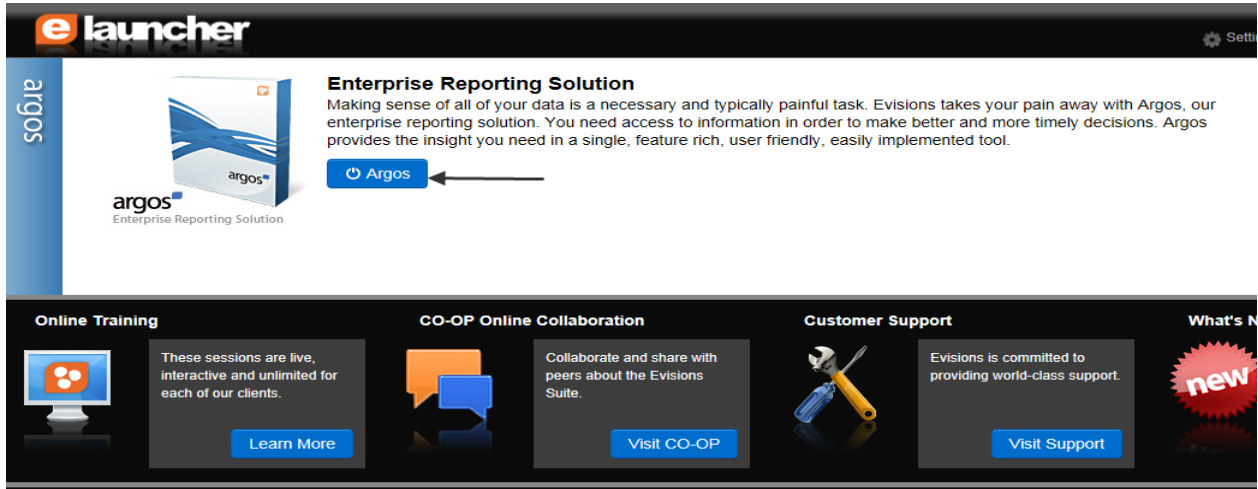
Revised 9/28/12/2012

You need to sign the form and it should be approved and signed by your Department Head. Fax the completed form to Enrollment Services Tech Team at 974-0727.

After you have been given access, you will go to <https://argosprod-new.utk.tennessee.edu/> to log in to ARGOS for UTK. You will log in on:



Sign in and click on Argos.

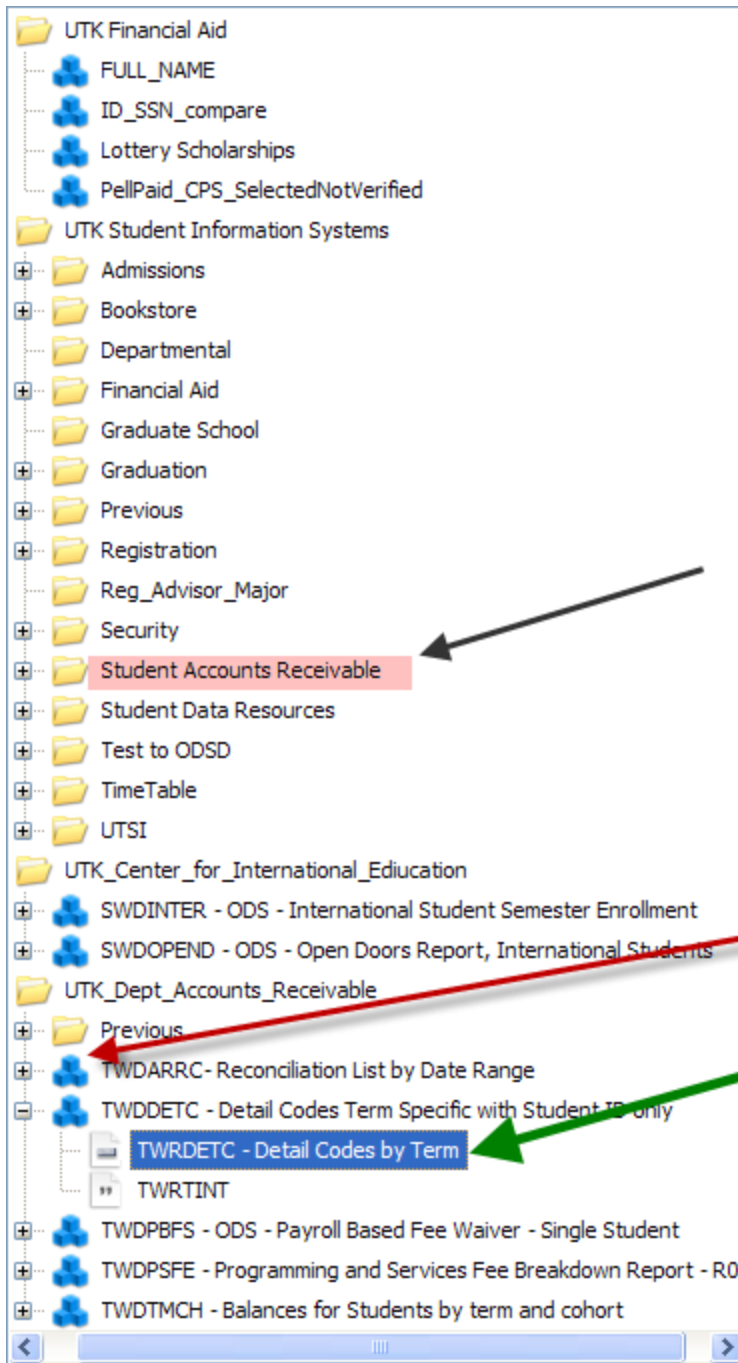


Depending on the level of access you are given, the folders available to you will vary. Listed below are the main folders and a screen shot:

[UTK Student Information Systems](#)
[UTK Center for International Education](#)
[UTK Dept of Accounts Receivable](#)

There may be more categories added as new restricted access is created

Below is the expanded list which displays data blocks and reports. The view of folders will vary depending on level of access



Bursar Office

Data Blocks

Reports

The Student Account Receivable Folder contains the Bursar's Office numerous reports. However, access has been limited. If you need information and cannot find it, ask us. Chances are we have a report for that and we will either run it for you or put it in an accessible folder.

Data Blocks: represented by the 3 blocks and are where we combined information from Banner into one area.

Reports: the information from data blocks is used to create reports. If there is a (-) in front of the report, it is a banded report. If there is a (") in front of the report, it is in excel format.

The two most common data blocks a department will use is:

TWDARRC-Reconciliation List by Date Range

-Here you can enter *YOUR* departmental account and verify the transactions on your ledger

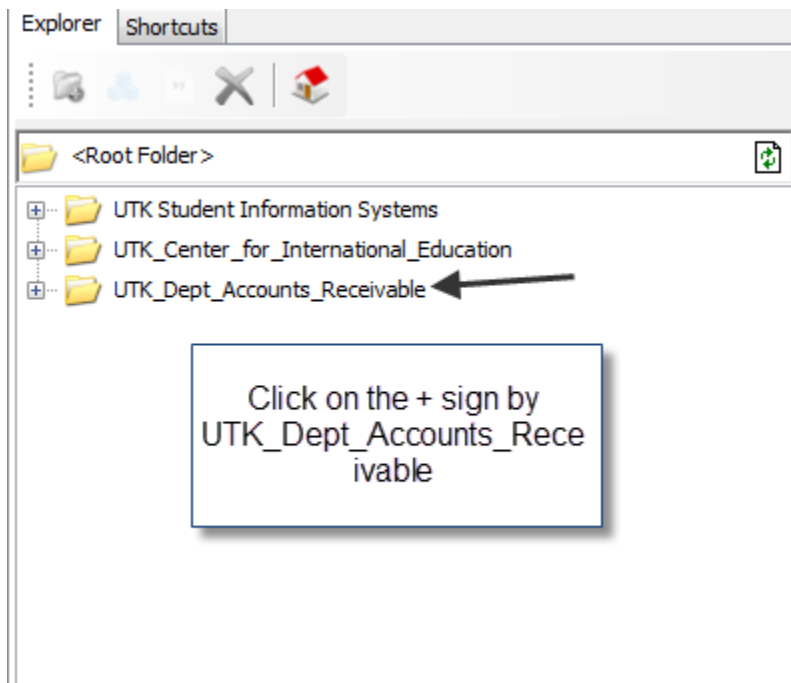
TWDETC-Detail Codes Term Specific.....

-Here you enter the detail code from your ledger and it will pull the students

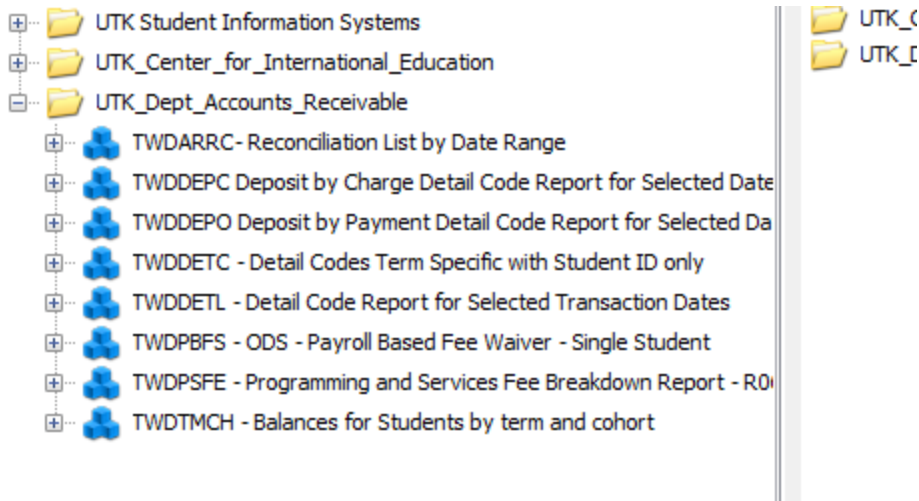
Examples of each and how to run:

TWDARRC- Click on the + sign to expand data block to get to report.

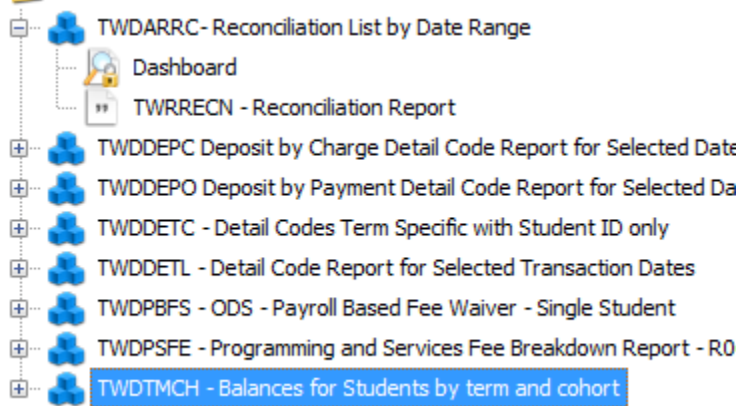
TWRREC - Reconciliation Report (this will highlight when clicked on)



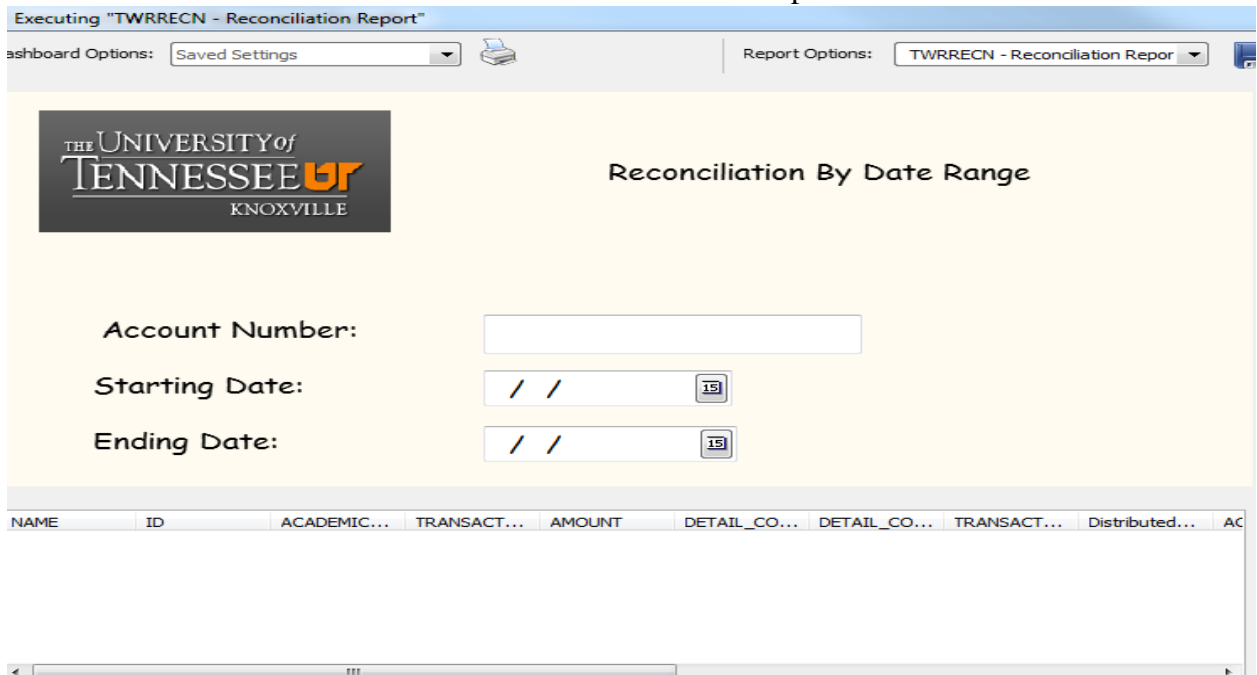
These are the reports available to you:



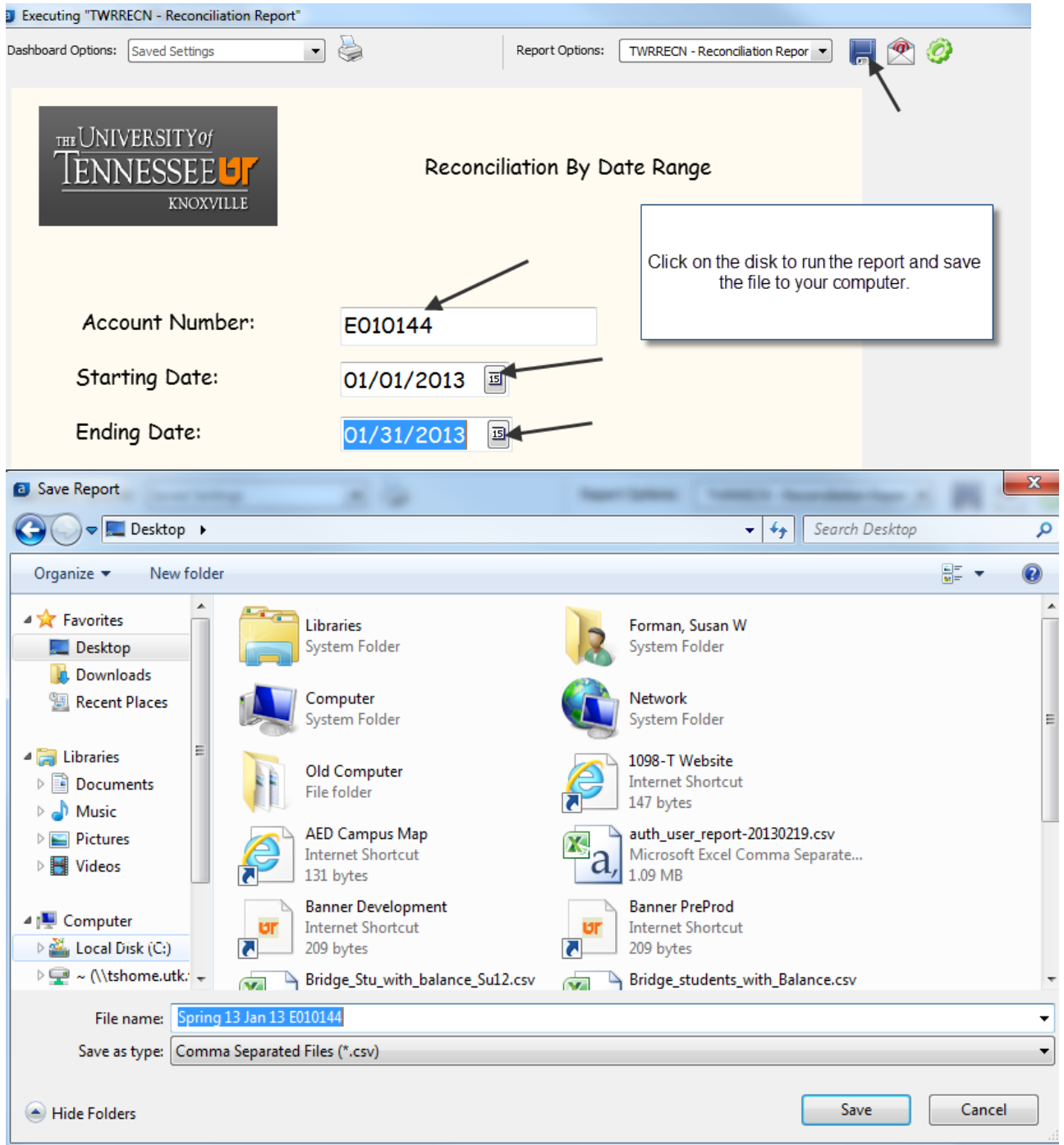
You click on the “+” sign to open the report.



Double click on the “ ” to run TWRREC – Reconciliation Report.



You will need to enter your IRIS account number and the beginning and ending date for the ledger period you are reconciling. Make sure you use a CAPITAL letter for your account number or detail codes. The fields are case sensitive.



You will need to give the file a name and location to save the file. The report is in CSV format. You can save it as an Excel file. You can sort, total, etc. as you would any other Excel file.

	A	B	C	D	E	F	G	H	I	J	K	L
1	AD.NAME	AD.ID	AD.ACADE	AD.TRANSACTION_DATE	AD.AMOU	Distribute	AD.DETAIL	AD.DETAIL	ACCOUNT	ACCOUNT_B		
2	Test 1	123456	201320	1/25/2013 3:37	2000	2000 XSFD	Tn State F	N0190010	A017000243F270000			
3	Test2	234567	201320	1/25/2013 3:40	2000	2000 XSFD	Tn State F	N0190010	A017000243F270000			
4	Test 3	345678	201320	2/1/2013 3:30	2000	2000 XSFD	Tn State F	N0190010	A017000243F270000			
5												
6												
7												

In IRIS you will run you ledger and then you can verify that detail code XSFD used in this example posted for \$4000 and matches the 1/25/13 transactions on your Argos report above.

Departmental Ledger Report

Print Ledger

oices

CI: 443100 DocNo: 1300018122 Date: 01/23/2013 6,615.00-

Text: St of TN

DocType: ZK Assignment: 20130123 Ref Doc: 20130123

CI: 443100 DocNo: 2100075041 Date: 01/25/2013 4,000.00

Text: XSFD Tn State Fund Ext Scholarship

DocType: ZA Assignment: 201320 Ref Doc: 130251 K XSFD

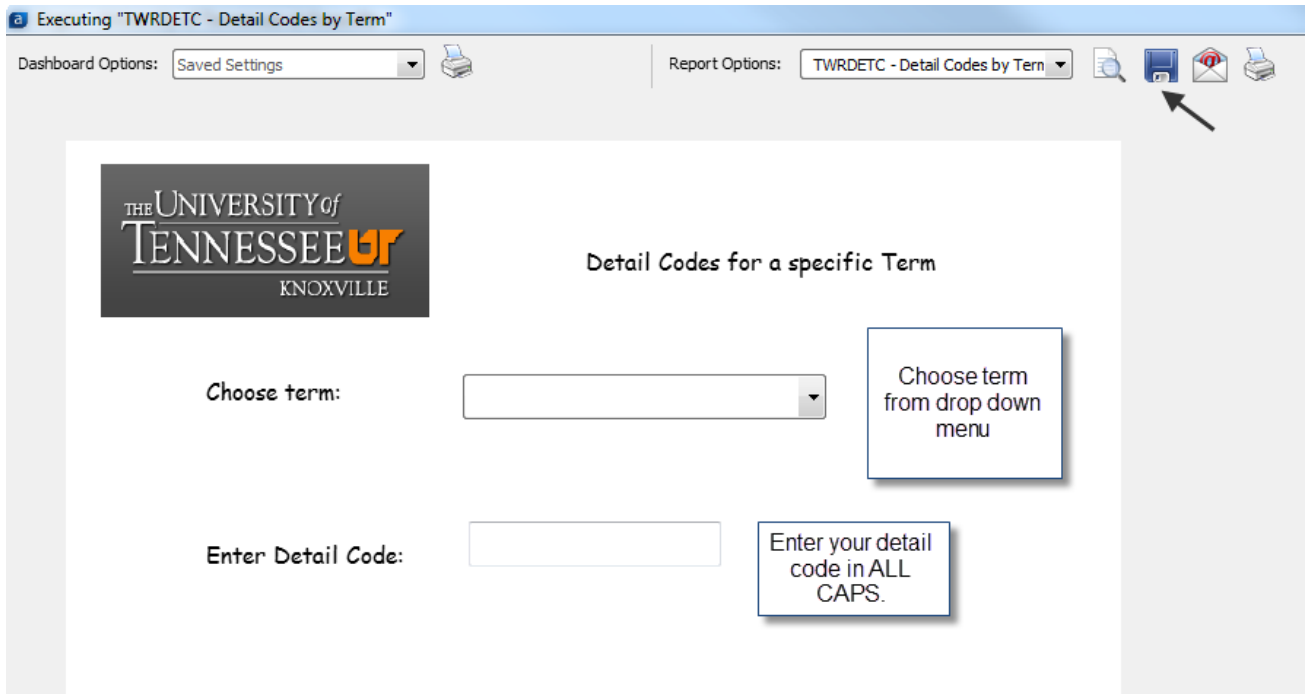
al Invoices 2,615.00-

al Detail 2,615.00-

Another example:

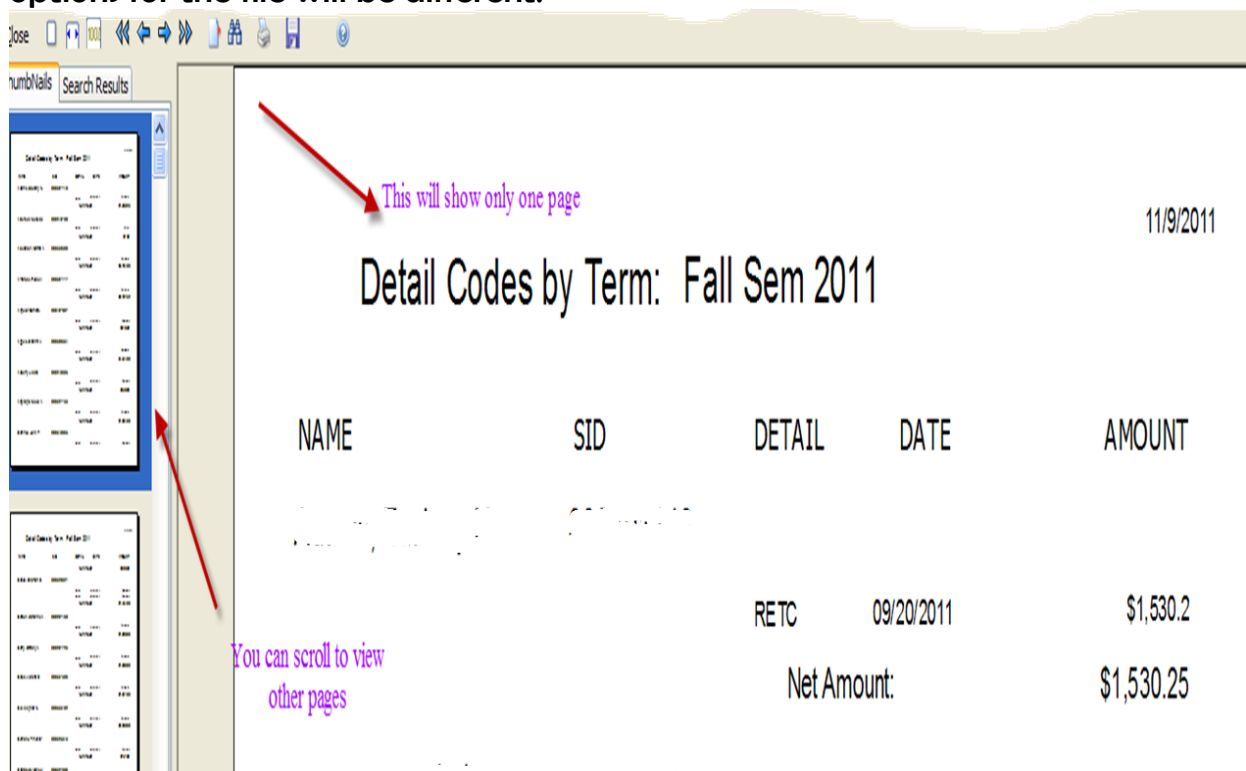
- TWDETC- Click on the + sign to expend data block to get to report.**
- TWRDETC – Detail Codes by Term (this will highlight when clicked on)**
- Or TWRTINT (for the excel version)**
- Click Run Report or double click on the report.**

This is the screen where you will input your information. The detail code must be CAPITALIZED



You can preview the report by clicking on the magnifying glass, save it to a file by clicking on the disk, email it with the envelope or print the report.

Because we chose the banded report rather than the Excel report, the options for the file will be different:



When running a report where you do not input a detail code but select from a drop down, you are able to select more than one.

-Click on one detail code and then hit the CTRL and select the other one.

-When selecting a range of detail codes: Click the first detail code and hold the shift key down while you select the end detail code in the range.

If you have any questions about reports, you may contact

Renee Bumgarner sbumgarn@utk.edu

Arla Jackson jacksona@utk.edu

Thelma Vandergriff tvanderg@utk.edu



**AN OVERVIEW
OF
FEE EXEMPTIONS
AND
REDUCTIONS**

Section 6

AN OVERVIEW OF FEE EXEMPTIONS AND REDUCTIONS

There are many types of fee exemptions and discounts/fee reductions offered at The University of Tennessee. To see if a student has an exemption in Banner, go to TSIAUTH and type in the student's id#, net id, pennr or ssn. You can also do a name search.

Oracle Fusion Middleware Forms Services: Open > TSIAUTH

File Edit Options Block Item Record Query Tools Help

Save Contract/Exemption History Query TSIAUTH 8.0.1 (KBANPR)

ID:

Contracts						
Term	Priority	Number	Contractor ID	Description	Act	

Exemptions						
Term	Priority	Code	Description	Activity Date	Del	
201320	1	915601	UT Staff Dependent Fee Waiver	01-MAR-2013		
201240	1	915601	UT Staff Dependent Fee Waiver	29-NOV-2012		
201230	1	915601	UT Staff Dependent Fee Waiver	04-APR-2012		
201225	1	915601	UT Staff Dependent Fee Waiver	04-APR-2012		
201220	1	915601	UT Staff Dependent Fee Waiver	17-NOV-2011		
201140	1	915601	UT Staff Dependent Fee Waiver	17-NOV-2011		
201120	1	915601	UT Staff Dependent Fee Waiver	20-NOV-2010		

FRM-40350: Query caused no records to be retrieved.

Contracts would be displayed in the top portion of TSIAUTH.

A summary of each type of fee exemption or discount/fee reduction follows:

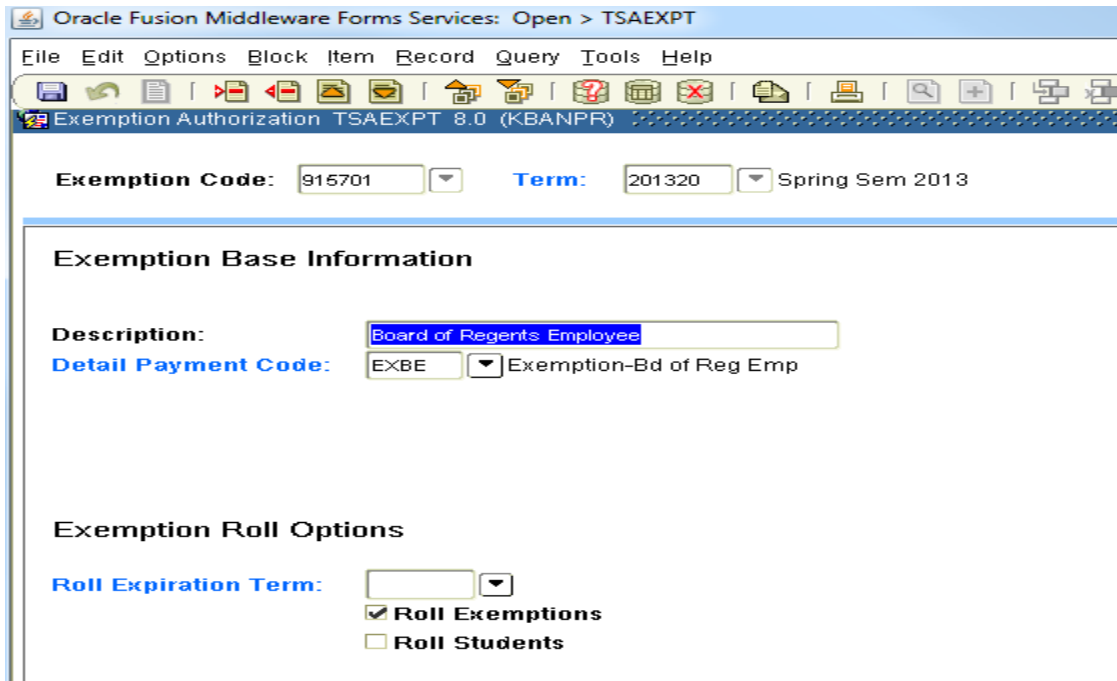
BOARD OF REGENTS – STAFF: (TCA 49-7-116, PC191) A Board of Regents staff member may come to The University of Tennessee and take one course (regardless of hours) free of charge. The exemption covers one course regardless of the number of credit hours for either Undergraduate or Graduate credit. The exemption includes In-State Maintenance fee, Out-of-state Tuition if applicable, Program & Services Fee-Primary and Health, Technology fee, Facility fee, Library Fee, Study Abroad Fee and Transportation fee. If the student takes more than one course, the exemption is pro-rated based on the following formula:

Hours in Excess of one course

Total Hours

X Fees for all courses = Charge to BOR Employee

Example: Student is taking 2-3 hour courses. Exemption equals 3/6 X Total Charge for the credit hours. A fee exemption code is entered in Banner on TSAEXPT. The exemption code is 915701. **These fees are charged to a University Pool Account for Board Of Regents charges-E019100 with a GL of 444100. The detail code is EXBE.**



Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 915701 Term: 201320 Spring Sem 2013

Exemption Base Information

Description: Board of Regents Employee

Detail Payment Code: EXBE Exemption-Bd of Reg Emp

Exemption Roll Options

Roll Expiration Term:

Roll Exemptions

Roll Students

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Save

Exemption Code: 915701 Term: 201320 Spring Sem 2013

Category Code Level Authorization TSAEXPT 8.0 (KBANPR)

Category	Description	Priority	Percent	Minimum Amount	Maximum Amount	Source Indicator
TU	Registration Tuition	1	100			A
FEE	Registration Fees	2	100			A
OTH	Other Charges	3	100			A

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 915701 Term: 201320 Spring Sem 2013

Person Authorization TSAEXPT 8.0 (KBANPR)

Delete	Student ID	Name	Roll	Expiration Term	Priority	Maximum Amount	Activity Date
<input type="checkbox"/>	000		<input type="checkbox"/>		1	1,506.00	15-JAN-2013
<input type="checkbox"/>	000		<input type="checkbox"/>		1	1,506.00	04-JAN-2013
<input type="checkbox"/>	000		<input type="checkbox"/>		1	1,689.00	15-JAN-2013
<input type="checkbox"/>	00072500	Beth Ward	<input type="checkbox"/>		1	1,506.00	05-FEB-2013

Tennessee Board of Regents Institutions are:

Universities and Community Colleges

[AUSTIN PEAY STATE UNIVERSITY](#)
 601 COLLEGE STREET
 CLARKSVILLE, TN 37044
 Telephone Number: 931-221-7011
 Toll Free: 1-800-844-2778

[EAST TENNESSEE STATE UNIVERSITY](#)
 UNIVERSITY PARKWAY & W. WALNUT STREET
 JOHNSON CITY, TN 37614
 Telephone Number: 423-439-1000
 Toll Free: 1-800-462-3878

[MIDDLE TENNESSEE STATE UNIVERSITY](#)

1301 EAST MAIN STREET
MURFREESBORO, TN 37132
Telephone Number: 615-898-2300
Toll Free: 1-800-331-MTSU
(from Tennessee)
1-800-433-MTSU
(nationwide)

[TENNESSEE STATE UNIVERSITY](#)

3500 JOHN MERRITT BLVD.
NASHVILLE, TN 37209-1561
Telephone Number: 615-963-5000
Toll Free: 1-888-536-7655

[TENNESSEE TECHNOLOGICAL UNIVERSITY](#)

1 William Jones Drive
COOKEVILLE, TN 38505
Telephone Number: 931-372-3101
Toll Free: 1-800-255-8881

[THE UNIVERSITY OF MEMPHIS](#)

CENTRAL & PATTERSON
MEMPHIS, TN 38152
Telephone Number: 901-678-2000
Toll Free: 1-800-669-2678

[CHATTANOOGA STATE TECHNICAL
COMMUNITY COLLEGE](#)

4501 AMNICOLA HIGHWAY
CHATTANOOGA, TN 37406
Telephone Number: 423-697-4400
Toll Free: 1-877-398-2545

[CLEVELAND STATE COMMUNITY
COLLEGE](#)

3535 ADKISSON DRIVE
CLEVELAND, TN 37312
Telephone Number: 423-472-7141
Toll Free: 1-800-604-2722

[COLUMBIA STATE COMMUNITY COLLEGE](#)

1665 HAMPSHIRE HIGHWAY
COLUMBIA, TN 38401
Telephone Number: 931-540-2722
Toll Free: 1-877-469-8720

[DYERSBURG STATE COMMUNITY
COLLEGE](#)

1510 LAKE ROAD
DYERSBURG, TN 38024
Telephone Number: 731-286-3200

[JACKSON STATE COMMUNITY COLLEGE](#)

2046 NORTH PARKWAY
JACKSON, TN 38301
Telephone Number: 731-424-3520
Toll Free: 1-800-355-JSCC
(901 Area Accessible Only)

[MOTLOW STATE COMMUNITY COLLEGE](#)

P O BOX 8500
Lynchburg, TN 37352-8500
Telephone Number: 931-393-1500
Toll Free: 1-800-654-4877

[NASHVILLE STATE TECHNICAL
COMMUNITY COLLEGE](#)

120 WHITE BRIDGE ROAD
NASHVILLE, TN 37209
Telephone Number: 615-353-3333
Toll Free: 1-800-272-7363

[NORTHEAST STATE TECHNICAL
COMMUNITY COLLEGE](#)

2425 HIGHWAY 75
BLOUNTVILLE, TN 37617
Telephone Number: 423-323-3191
Toll Free: 1-800-836-7822

[PELLISSIPPI STATE TECHNICAL
COMMUNITY COLLEGE](#)

10915 HARDIN VALLEY ROAD
KNOXVILLE, TN 37933-0990
Telephone Number: 865-694-6400

[ROANE STATE COMMUNITY COLLEGE](#)

276 PATTON LANE
HARRIMAN, TN 37748
Telephone Number: 865-354-3000
Toll Free: 1-800-343-9104
EXT 4523

[SOUTHWEST TENNESSEE COMMUNITY
COLLEGE](#)

P.O. BOX 780
MEMPHIS, TN 38101-0780
Telephone Number: 901-333-STCC
Toll Free: 1-877-717-STCC

[VOLUNTEER STATE COMMUNITY
COLLEGE](#)

1480 NASHVILLE PIKE
GALLATIN, TN 37066
Telephone Number: 615-452-8600

[WALTERS STATE COMMUNITY COLLEGE](#)

500 S. DAVY CROCKETT PARKWAY

MORRISTOWN, TN 37813-6899
Telephone Number: 423-585-2600
Toll Free: 1-800-225-4770

Tennessee Technology Centers

Address	Telephone	Fax	Directors e-mail
Athens PO Box 848 Athens, TN 37371-0848	423-744-2814	423-744-2817	Stewart Smith
Chattanooga 4501 Amnicola Highway Chattanooga, TN 37406	423-697-4433	423-697-3203	Dr. James Barrott
Covington PO Box 249 Covington, TN 38019	901-475-2526	901-475-2528	William Ray
Crossville P.O. Box 2959 Crossville, TN 38555	931-484-7502	931-484-8911	James Purcell
Crump Highway 64 West Crump, TN 38327	731-632-3393	731-632-3018	Dan Spears
Dickson 740 Highway 46 Dickson, TN 37055	615-441-6220	615-441-6223	Bobby Sullivan
Elizabethton P O Box 789 Elizabethton, TN 37643 Street address: 426 Highway 91 Elizabethton, TN 37643	423-543-0070	423-547-2587	Jerry Patton
Harriman P O Box 1109 Harriman, TN 37748 Street address: 1745 Harriman Hghwy Harriman, TN 37748	865-882-6703	865-882-5038	Mark E. Powers
Hartsville 716 McMurry Blvd Hartsville, TN 37074	615-374-2147	615-374-2149	Mae Banks
Hohenwald 813 West Main Street Hohenwald, TN 38462	931-796-5351	931-796-4892	Rick Brewer
Jacksboro P.O. Box 419 Jacksboro, TN 37757	423-566-9629	423-566-9713	David Browder
Jackson 2468 Westover Road Jackson, TN 38301	731-424-0691	731-423-5303	Dr. Don Williams
Jackson/Lexington 230 South Broad	731-967-1795	731-967-0087	Dr. Don Williams

Lexington, TN 38351 Knoxville 1100 Liberty Street Knoxville, TN 37919	865-546-5568	865-971-4474	David Esa
Livingston P O Box 219 Livingston, TN 38570	931-823-5525	931-823-7484	Ralph Robbins
McKenzie P. O. Box 427 McKenzie, TN 38201	731-352-5364	731-352-3258	Elizabeth Check
McMinnville 241 Vo-Tech Drive McMinnville, TN 37110	931-474-TECH	931-473-6380	Andy Forrester
Memphis 550 Alabama Avenue Memphis, TN 38105	901-543-6100	901-543-6197	Russell Shelton
Morristown 821 W. Louise Avenue Morristown, TN 37813-2094	423-586-5771	423-586-8030	Lynn Elkins
Murfreesboro 1303 Old Fort Parkway Murfreesboro, TN 37129	615-898-8010	615-893-4194	Monty Thomas
Nashville 100 White Bridge Road Nashville, TN 37209	615-425-5500	615-425-5582	Dr. Johnny Williams
Newbern 340 Washington Street Newbern, TN 38059	731-627-2511	731-627-2310	Wallace Sexton
Oneida/Huntsville 355 Scott High Drive Huntsville, TN 37756	423-663-4900	423-663-4925	Dwight Murphy
Paris 312 S. Wilson Paris, TN 38242	731-644-7365	731-644-7368	Vacant
Pulaski P O Box 614 Pulaski, TN 38478	931-424-4014	931-424-4017	James Dixon
Ripley 127 Industrial Drive North Industrial Park Ripley, TN 38063	731-635-3368	731-635-4674	Brian Collins
Shelbyville 1405 Madison Street Shelbyville, TN 37160	931-685-5013	931-685-5016	Ivan Jones
Whiteville P O Box 489 Whiteville, TN 38075	731-254-8521	731-254-9558	Jeff Sisk

GRADUATE ASSISTANTS, TEACHING ASSISTANTS AND TEACHING ASSOCIATES, AND GRADUATE RESEARCH ASSISTANTS: PERSONNEL POLICY

NO: HR0330 REVISION 27. Exemption applies to In-state Maintenance and Out-of-state Tuition if applicable. Student is responsible for payment of Program & Services, Technology, Facilities, Transportation, Library, Program fees, all late fees and course related fees. In-State Maintenance is charged based on Cost Center or WBS payroll distributions. **The Out-of-state Tuition is charged to the Central Pool Account, E019005, GL 444100** for each Cost Center or WBS Element. The Out-of-state tuition is later written off with an SA with a credit to E019005 and a debit to the Out-of-state tuition account – I010100126 by the Bursar’s Office. The student’s Residency Status is not affected by this accounting entry.

The student must be classified as either Graduate or Law for admissions and registration purposes and must have a Job Object Code of 30000239, 30000240, 30000241, or 30000242 in IRIS on PA20. The only exceptions are Law Clerks working for the Vice President for General Counsel.

The student must be on IRIS PA20 with a minimum 25% FTE position. They are not supposed to exceed 50% FTE unless they receive special approval. Position Job Object Code must be:

- Graduate Assistant 30000239
- Graduate Research Assistant 30000240
- Graduate Teaching Assistant 30000241
- Graduate Teaching Associate 30000242

The position payroll distributions must cover the Minimum Appointment Period for each semester in order to be eligible for a fee exemption for the entire semester.

Fall Semester	September 1 – November 30 (91 days)
Spring Semester	February 1 – April 30 (89 days)
Summer Semester (Full Session)	June 15 – July 31 (47 days)
First Session ONLY	June 15 – June 30 (16 days)
Second Session ONLY	July 1 – July 31 (31 days)

Graduate students who otherwise qualify for exemptions during the academic year are eligible for a Summer exemption ONLY if the student is in an eligible position and in an active status on IRIS during the minimum appointment period, June 15 through July 31. Payroll cost distributions for 9 month positions that are paid over 12 months would be eligible for Summer waivers if the end date for the distribution is July 31 or later.

If a student’s position does not cover the entire minimum appointment date range (appointed late or terminated early), the following prorated formula is used to calculate the amount of the fee waiver:

$$\frac{\text{Number of days covered by position}}{\text{Number of Days in Min Appt period (see above)}} \times \text{Normal fee for all Courses Enrolled} = \text{Amt Exempt}$$

If a student has a break in payroll distribution periods for the semester, the fee exemption will be prorated.

GA's, GTA's, GTAssoc's and GRA's cannot receive both an exemption of maintenance and tuition charges and a third party contract billing covering the same charges. The Contract can ONLY be charged for fees not covered by the fee exemption.

FICA and Student Health Insurance:

In order to be eligible for Student Health Insurance and exemption from FICA taxes, a GRA must be enrolled in at least 3 hours. If enrolled in less than 3 hours the student will receive the graduate fee exemption, but would be charged FICA taxes on Summer Earnings. If they are registered for the following Fall Semester for at least 3 hours, they can continue in the student health insurance at their own expense.

EXCEPTIONS: If a GA, GTA or GTAssoc or GRA terminates his position during the semester to become a REGULAR University employee, the fee exemption is pro-rated based on the number of days covered by each position. This is the only time a staff exemption is granted for positions beginning after the first day of class without special approval. This is a manual process. You must notify the Bursar's Office to have the exemption calculated and posted to the student's account.

If a GA, GTA or GTAssoc or GRA terminates his appointment prior to the end of a semester because he has completed ALL of his degree requirements, will graduate at the end of the semester and has left to take another position, the department can ask to pay the fees. A written statement/e-mail must be sent to the Bursar's Office from the department. This is a manual fee exemption calculation.

TIPS:

If the student's paperwork is not in IRIS by the due date for the term, please send an email to Renee Bumgarner in the Bursar's Office to have the fee payment deferred. If this is not done, the student will be responsible for paying a minimum of 50% of their entire fee balance to avoid schedule cancellation.

The Exemption code in Banner is 915401 for the in-state maintenance for GTA's, TA's and GRA's. The Exemption payment code is EXGI. The in-state is prorated to the student's IRIS payroll distributions. Based on rules in IRIS, a portion of the in-state tuition could be charged to the Central Waiver account, E019005.

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 915401 Term: 201320 Spring Sem 2013

Exemption Base Information

Description: Grad Maint Fee Waiver

Detail Payment Code: EXGI Grad Stu I/S Exempt Pmt

Exemption Roll Options

Roll Expiration Term: 999999 The End of Time

Roll Exemptions

Roll Students

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 915401 Term: 201320 Spring Sem 2013

Detail Code Level Authorization TSAEXPT 8.0 (KBANPR)

Detail Code	Description	Priority	Percent	Minimum Amount	Maximum Amount	Source Indicato
TG17	I/S Graduate Maintenance	1	100			A
TL17	I/S Law Maintenance	2	100			A
TV17	I/S Vet Med Maintenance	3	100			A
TD17	Distance Educ I/S Maintenance	4	100			A
TS17	UTSI I/S Maintenance	5	100			A

The Exemption code for the out-of-state tuition is 915402 and the Exemption payment code is EXGO.

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Save

Exemption Code: 915402 Term: 201320 Spring Sem 2013

Exemption Base Information

Description: Grad Tuit Fee Waiver

Detail Payment Code: EXGO Grad Stu O/S Exempt Prnt

Exemption Roll Options

Roll Expiration Term: 999999 The End of Time

Roll Exemptions

Roll Students

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Save

Exemption Code: 915402 Term: 201320 Spring Sem 2013

Detail Code Level Authorization TSAEXPT 8.0 (KBANPR)

Detail Code	Description	Priority	Percent	Minimum Amount	Maximum Amount	Source Indicator
TG15	O/S Graduate Tuition	1	100			A
TD15	Distance Education O/S Tuition	2	100			A
TS15	UTSI O/S Tuition	3	100			A
TL15	O/S Law Tuition	4	100			A
TV15	O/S Vet Med Tuition	5	100			A

The Exemption code for GA's in-state portion is 915403 and the Exemption payment code is EXGA and 915404 for the out-of-state portion with an exemption payment code of EXGN.

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 915403 Term: 201320 Spring Sem 2013

Exemption Base Information

Description: Grad Asst I/S Exemption

Detail Payment Code: EXGA Grad Asst I/S Exempt Pmt

Exemption Roll Options

Roll Expiration Term: 999999 The End of Time

Roll Exemptions

Roll Students

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 915403 Term: 201320 Spring Sem 2013

Detail Code Level Authorization TSAEXPT 8.0 (KBANPR)

Detail Code	Description	Priority	Percent	Minimum Amount	Maximum Amount	Source Indicator
TG17	I/S Graduate Maintenance	1	100			A
TS17	UTSI I/S Maintenance	2	100			A
TD17	Distance Educ I/S Maintenance	3	100			A
TL17	I/S Law Maintenance	4	100			A
TV17	I/S Vet Med Maintenance	5	100			A

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Select

Exemption Code: 915404 Term: 201320 Spring Sem 2013

Exemption Base Information

Description: Grad Asst O/S Exemption

Detail Payment Code: EXGN Grad Asst O/S Exempt Pmt

Exemption Roll Options

Roll Expiration Term: 999999 The End of Time

Roll Exemptions

Roll Students

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Save

Exemption Code: 915404 Term: 201320 Spring Sem 2013

Detail Code Level Authorization TSAEXPT 8.0 (KBANPR)

Detail Code	Description	Priority	Percent	Minimum Amount	Maximum Amount	Source Indicator
-> TG15	O/S Graduate Tuition	1	100			A
TD15	Distance Education O/S Tuition	2	100			A
TS15	UTSI O/S Tuition	3	100			A
TL15	O/S Law Tuition	4	100			A
TV15	O/S VetMed Tuition	5	100			A

If a Graduate Assistant's exemption is more than \$5250 per calendar year (including both in-state maintenance and out-of-state tuition), the student will be taxed on the excess over \$5250 by Payroll. Payroll will spread the deduction over several payroll periods. This can have a major impact on students.

PLEASE NOTE THAT THE STUDENT MUST HAVE A SOCIAL SECURITY NUMBER IN BOTH BANNER AND IRIS IN ORDER TO BE IDENTIFIED. BOTH SYSTEMS USE A 9 DIGIT ID#, BUT THEY DIFFER ACROSS THE SYSTEMS. IF THE SSN IS NOT AVAILABLE, THE PERNR FROM IRIS CAN BE ADDED TO BANNER BY RENEE BUMGARNER IN THE BURSAR'S OFFICE. FORMS FOR INTERNATIONAL STUDENTS TO APPLY FOR A SSN GO THROUGH THE INTERNATIONAL OFFICE.

SPOUSE/DEPENDENTS OF UT EMPLOYEES (INCLUDING ROTC)

See [Personnel Policy, Section 300, Policy 331](#) – A Dependent of a UT employee must be age 26 or younger. Student, Spouse or Dependent, must be classified as an **Undergraduate** student for Admission and Registration purposes. If the staff member is 100% FTE, the fee exemption will be 50% of In-state Maintenance fees. The fee exemption eligibility, account charge, and FTE is based on the first official day of class each semester. If less than 100% FTE but at least 50% FTE for one or more years, the fee exemption is calculated by:

$$\frac{\text{Percentage of Employment} \times \text{In-state Maintenance fee}}{2} = \text{Amount Exempt}$$

The amount of the exemption is charged to the Employee's department based on the employee's payroll distribution Cost Center or WBS Element with a GL of 422200. **If an employee is paid from an "R" WBS Element, the fees are charged to the Intra-Campus Fee Waiver pool account, E019103. This is due to the restriction on "R" WBS Elements.**

If the employed is paid from an E20 Cost Center or an R20 WBS Element, the fees are charged to UHS Fee Waivers, R170145004.

The first semester a student is enrolled at The University of Tennessee, Knoxville, the employee completes a Request for Student Fee Discount for Spouse and Dependent Child found at: http://hr-utk-edu.wpengine.netdna-cdn.com/files/docs/request_fee_discount.pdf. The form must be signed by the employee, his department head and Human Resources for the employing campus. After form is completed, HR will return the form to the employee. The employee should submit the form to the Bursar's Office, 211 Student Services Bldg., Knoxville, TN 37996-0125.

Once the form is received by the Bursar's Office, staff will enter a comment in Banner on TGACOMC of either DEP or SPO and the employee's pernr on the student's account based on the type of exemption. The Fee Exemption code for the Dependent is 915601 with a payment detail code of EXDE.

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 915601 Term: 201320 Spring Sem 2013

Exemption Base Information

Description: UT Staff Dependent Fee Waiver

Detail Payment Code: EXDE UT Stf Dependent Exempt Pmt

Exemption Roll Options

Roll Expiration Term: 999999 The End of Time

Roll Exemptions

Roll Students

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 915601 Term: 201320 Spring Sem 2013

Detail Code Level Authorization TSAEXPT 8.0 (KBANPR)

Detail Code	Description	Priority	Percent	Minimum Amount	Maximum Amount	Source Indicator
TU17	I/S Undergraduate Maintenance	1	50		99,999.00	A
TD17	Distance Educ I/S Maintenance	2	50		99,999.00	A
TS17	UTSI I/S Maintenance	3	50		99,999.00	A

Based on entry of the employee's pennr on TGACOMC, a match will be made with a daily feed from IRIS and the appropriate exemption will be assigned. Once a student reaches 27, is no longer an undergraduate or the employee is no longer employed, the student's account will be marked with a "D" to delete the student's exemption as shown below. If a student has more than one exemption, a priority code is assigned for order of payment.

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 915601 Term: 201320 Spring Sem 2013

Person Authorization TSAEXPT 8.0 (KBANPR)

Delete	Student ID	Name	Roll	Expiration Term	Priority	Maximum Amount	Activity Date
<input type="checkbox"/>			<input type="checkbox"/>		1		27-FEB-2013
<input type="checkbox"/>			<input type="checkbox"/>		1		27-FEB-2013
<input type="checkbox"/>			<input type="checkbox"/>		1		27-FEB-2013
<input type="checkbox"/>			<input type="checkbox"/>		1		27-FEB-2013
<input type="checkbox"/>			<input type="checkbox"/>		1		27-FEB-2013
<input type="checkbox"/>			<input type="checkbox"/>		1		27-FEB-2013

The fee exemption code for a spouse is 915501 with a payment detail code of EXSP.

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 915501 Term: 201320 Spring Sem 2013

Exemption Base Information

Description: Spouse Fee Waiver

Detail Payment Code: EXSP UT Stf Spouse Exemption Pmt

Exemption Roll Options

Roll Expiration Term: 999999 The End of Time

Roll Exemptions

Roll Students

The rules are the same as the dependents with the exception of the age requirement.

Other related exemption codes are ROTC dependents, retired staff and deceased staff. The Exemption code for a ROTC dependent is 917001 with a payment detail code of 917001.

Spouse/Dependents of regular faculty, staff members, visiting faculty and medical residents/interns are treated as in-state students for fee purposes. If classified as Out-of-state for Residency purposes, the student must apply for a special Residency Status through the Admissions Office to be treated as in-state for fee purposes.

The Employees eligibility on the First Day of Class of the semester shall determine the student's eligibility for the semester. Spouse/dependents of regular part-time employees who have one or more years of regular continuous service working a minimum of 50% FTE shall receive a pro-rata discount based on percent of effort on the First Day of Class for the Semester.

Spouse and Dependents of UT Employees are also eligible for fee discounts at other UT campuses and at Tennessee Board of Regents Institutions.

SPOUSE/DEPENDENTS OF UT RETIREES OR DECEASED EMPLOYEES

Spouse/Dependents of UT Retirees ([HR0331](#)) or employees who die while still employed by The University are entitled to the fee discounts outlined below:

Spouses of employees who had 10 or more years of regular continuous full-time service with the University immediately preceding retirement or death are eligible for the fee waiver discount for 5 years from the date of retirement or death of the employee. Dependent children of such employees are eligible for the fee discount through age 26. The Exemption code for a Dependent of a Deceased UT staff is 916801 with a payment detail code of EXDD. The Exemption code of a Dependent of Retired UT staff is 917201 with a payment detail code of ERSD.

Spouses of employees who had less than 10 years of regular continuous full-time service with the University immediately preceding retirement or death are eligible for the fee waiver discount for two years from the date of retirement or death of the employee. Dependent children of such employees are eligible for the fee discount for two years or through age 26, whichever comes first. The Exemption and payment codes will be the same as above.

A 25% discount is available through age 23 for children of full-time university (or state of Tennessee) employees who are killed on the job in the line of duty or who die while employed full-time.

Spouses of employees who had 10 or more years of regular continuous part-time service immediately preceding retirement or death are eligible for the fee discount on a pro-rata basis for two years from the date of retirement or death of the employee. Dependent children of such employees are eligible for the fee waiver discount on a pro-rata basis for two years or through age 26, whichever comes first. The pro-rata discount will be based on the % FTE worked by the employee at the time of retirement or death. The coding is the same as above.

The fee exemption is charged to the Intra-Campus Pool account, E019103 with a GL of 422200. The employees eligibility status on the first day of class for the semester will determine the student's eligibility for the term.

The Exemption/Reduction Codes for Spouse/Dependents of UT Retired or Deceased Employees are:

Spouse-Deceased Staff	916701
Dependent-Deceased Staff	916801
Spouse-Retired Staff	917101
Dependent-Retired Staff	917201

An approved Spouse/Dependent Fee Discount form must be completed and processed through Human Resources. The form should then be sent to the Bursar's Office for entry into Banner.

Fee Exemptions are also available for Spouse/Dependents at other University of Tennessee campuses and at Tennessee Board of Regents Institutions. A form must be submitted each semester to the Board of Regents Institutions.

SPOUSE/DEPENDENTS OF TENNESSEE BOARD OF REGENTS EMPLOYEES

Spouse/Dependents of Tennessee Board of Regents (TBR) Institutions (HR 330) are eligible to have up to 50% of their in-state maintenance, program & services, technology, library, study abroad and facilities fee and transportation fees billed to the TBR employee's institution. The student must furnish a Fee Authorization form each semester. The forms are handled as Contracts. The \$20 Billing fee is not assessed on these billings. The students are entered in Banner on TSACONT.

Each BOR institution is assigned a "T" non-person id number in SPAIDEN. When payments are accepted on TSASPAY or TSRCBIL is run in apply credit mode, a payment detail code of TPPY is put on the student's account and a charge code of TPCH is added to the BOR's account.

Oracle Fusion Middleware Forms Services: Open > TSACONT

File Edit Options Block Item Record Query Tools Help

Contract Authorization TSACONT 8.0 (KBANPR)

Contract ID: T00000015 Middle Tennessee State University - Anita Carter

Contract Number: 1 Term: 201320 Spring Sem 2013

Contract Base Information

Description: MTSU Tuition and Fees

Payment Detail Code: TPPY Contract Payment

Charge Detail Code: TPCH Contract Charge

Print Rule Code: MSWH Multi Student w/o Sched w/ hrs

Contract Roll Options

Expiration Term: []

Roll Contract

Roll Students

Oracle Fusion Middleware Forms Services: Open > TSACONT

File Edit Options Block Item Record Query Tools Help

Contract Authorization TSACONT 8.0 (KBANPR)

Contract ID: T00000015 Middle Tennessee State University - Anita Carter

Contract Number: 1 Term: 201320 Spring Sem 2013

Detail Code Level Authorization TSACONT 8.0 (KBANPR)

Detail Code	Description	Priority	Percent	Minimum Amount	Maximum Amount	Source Indicator
TU17	I/S Undergraduate Maintenance	1	50			A
TRNS	Transportation Fee	2	50			A
TFAC	Facility Fee	3	50			A
TECH	Technology Fee	4	50			A
SABD	Undergraduate Study Abroad Fee	5	50			A
TK13	Prog & Serv Fee-Health	6	50			A
TPSF	Prog & Svc Fee-Primary	7	50			A
TLIB	Library Fee	8	50			A

The account is set up to pay 50% of the UG in-state maintenance and fees by detail code on TSACONT.

Oracle Fusion Middleware Forms Services: Open > TSACONT

File Edit Options Block Item Record Query Tools Help

Contract Authorization TSACONT 8.0 (KBANPR)

Save

Contract ID: T00000015 Middle Tennessee State University - Anita Carter

Contract Number: 1 Term: 201320 Spring Sem 2013

Person Assignment TSACONT 8.0 (KBANPR)

Delete	Student ID	Name	Roll	Expiration Term	Priority	Maximum Amount	Text	Activity Date	Sponsor Re
<input type="checkbox"/>	000		<input type="checkbox"/>		1			14-DEC-2012	
<input type="checkbox"/>	000.	S	<input type="checkbox"/>		1			31-JAN-2013	
<input type="checkbox"/>	000:	T	<input type="checkbox"/>		1			31-DEC-2012	
<input type="checkbox"/>	000:	L	<input type="checkbox"/>		1			07-DEC-2012	
<input type="checkbox"/>	0002		<input type="checkbox"/>		1			14-DEC-2012	
<input type="checkbox"/>	000:		<input type="checkbox"/>		1			14-DEC-2012	

Per a memo from Sylvia Davis, these students are to be treated as in-state students for fee payment purposes. The Admissions Office should enter a special residency code to allow payment of in-state fees. Only a small percentage of these students would be classified as out-of-state in normal circumstances.

STATE EMPLOYEES (TCA 8-50-114)

A State Employee is eligible for a fee exemption of one course (regardless of hours) each semester. The fee exemption covers in-state maintenance, out-of-state tuition if applicable, programs and services fee, technology fee, transportation fee, library and study abroad and facilities fee. A authorization must be submitted each semester. A Bursar's Office employee will enter the exemption on TSAEXPT. The Exemption code is 915901 and the payment detail code is EXSE.

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Rollback

Exemption Code: 915901 Term: 201320 Spring Sem 2013

Exemption Base Information

Description: State Employee waiver

Detail Payment Code: EXSE State Employee Exempt Pmt

Exemption Roll Options

Roll Expiration Term:

Roll Exemptions

Roll Students

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Rollback

Exemption Code: 915901 Term: 201320 Spring Sem 2013

Category Code Level Authorization TSAEXPT 8.0 (KBANPR)

Category	Description	Priority	Percent	Minimum Amount	Maximum Amount	Source Indicator
OTH	Other Charges	1	100			A
FEE	Registration Fees	2	100			A
TUI	Registration Tuition	3	100			A

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 915901 Term: 201320 Spring Sem 2013

Person Authorization TSAEXPT 8.0 (KBANPR)

Delete	Student ID	Name	Roll	Expiration Term	Priority	Maximum Amount	Activity Date
<input type="checkbox"/>	000		<input type="checkbox"/>		2	1,689.00	11-JAN-2013
<input type="checkbox"/>	000		<input type="checkbox"/>		1	1,689.00	04-JAN-2013
<input type="checkbox"/>	000	A	<input type="checkbox"/>		2	1,689.00	20-DEC-2012
<input type="checkbox"/>	000	Cr	<input type="checkbox"/>		2	5,140.00	04-JAN-2013
<input type="checkbox"/>	000		<input type="checkbox"/>		5	1,689.00	10-JAN-2013
<input type="checkbox"/>	00		<input type="checkbox"/>		1	1,164.00	04-JAN-2013

In order to account for the one course, an maximum amount is entered for the exemption based on the student's residency, hours and level. If the student takes more than one class, the tuition and fees will be pro-rated based on the following formula:

$$\frac{\text{Hours in Excess of one course}}{\text{Total Hours}} \times (\text{inc P\&S, Tech, Fac \& Trans}) = \text{Chg to State Employee}$$

Because the State defines Summer as including 2 semesters, all state employees are eligible for an exemption for two courses during Summer term (regardless of the number of hours of the courses) if the requirements below are met.

The two Summer semester courses can not overlap. In other words, the student cannot be enrolled in a full term course and a second session course and receive the exemption. The courses have to be in separate sessions.

The employee can use the exemption for no more than 4 courses for each academic year. This does include Mini Term. When entering the exemption, make sure the employee has not already attempted 4 courses.

This is for Summer term only, the original rule of 1 course per semester applies to Fall and Spring.

The exemption is charged to Cost Center E019102 with a GL of 444100.

RETIRED STATE EMPLOYEES WITH 30 YEARS OF SERVICE (TCA 49-7-113)

Persons who have retired from state service with thirty (30) or more years of service, regardless of age, and who are domiciled in Tennessee, may audit courses at any state supported college or university without paying tuition charges, maintenance fees, student activity fees or registration fees. This privilege may be limited or denied by the college or university on an individual classroom basis according to space availability. This does not apply to medical, dental or pharmacy schools.

We have not had any retired state employees take a class. If one applies, we will need to set up an fee exemption code of STVATTS and write rules on SFARGFE to remove the charges.

Student Attribute Validation STVATTS 8.5.4 (KBANPR)

Remove Record

Code	Description	Activity Date
EACL	Exemption-Acclaim	09-DEC-2010
EASP	Exemption-Aud Speech Path	27-JAN-2011
EB25	Board of Regents Dep Cont	20-JUN-2012
EDSB	Exemption Rate-Disabled	27-OCT-2010
EF25	25% Maintenance Fee Discount	16-JUL-2012
EF50	Spouse/Dependent Discount	20-JUN-2012
EGA	Graduate Assistant Waiver	20-JUN-2012
EGOA	Active-Reserve Military	30-JAN-2012
EGRD	Exemption-Graduate Dual Degree	02-MAY-2011
ELAW	Exemption-Law Dual Degree	02-MAY-2011
EMAE	Exemption-MS Ag Econ	25-JUN-2012
EMBA	Exemption-Executive MBA	05-NOV-2010
EMBU	Exemption-MS Bus Dual Degree	26-JUN-2012
EMEN	Exemption-MS Engineering	25-JUN-2012
EMIE	Exemption-MS Industrial Eng	27-JUN-2012
EMSM	Exemption-MS Sprt Mgmt Dual De	25-JUN-2012
EO60	Exemption Rate-Over 60 Audit	27-OCT-2010
EO65	Exemption Rate-Over 65	27-OCT-2010
EOS	Exemption-Out-of-State Tuition	23-DEC-2010
ERTS	Exemption-Retired Staff	22-AUG-2011
ESFW	Exemption-Staff Waiver	05-NOV-2010
EUG2	Exemption-UG and Grad	01-MAR-2013
EUGR	Exemption-Undergraduate	18-JUL-2011

Description of the student attribute code.

Oracle Fusion Middleware Forms Services: Open > SFARGFE

File Edit Options Block Item Record Query Tools Help

Registration Fee Assessment Rules SFARGFE 8.5.4 (KBANPR)

Term: 201320 Spring Sem 2013 Rule Type: STUDENT Entry Type: REGULAR

Copy Rules to New Term Set Copy Indicator Process Copy Indicator Setting

Registration Charges and Fees

Type	Sequence Copy Number	Detail Code	Category Code	Per Credit Charge	Minimum Charge	Maximum Charge	Override	Course Campus Level	Course Attribute	User ID	Activity Date
<input type="radio"/> P <input checked="" type="radio"/> R	33	TU17	TUI	-319.70	-3,616.00	70.00	<input type="checkbox"/>			CDUNCAN1	03-OCT-2012
<input type="radio"/> P <input checked="" type="radio"/> R	35	TU17	TUI	-319.25	-3,831.00	70.00	<input type="checkbox"/>			CDUNCAN1	03-OCT-2012
<input type="radio"/> P <input checked="" type="radio"/> R	38	TU17	TUI	-319.00	-3,516.00	70.00	<input type="checkbox"/>			CDUNCAN1	03-OCT-2012
<input type="radio"/> P <input checked="" type="radio"/> R	58	TG17	TUI	-494.00	-4,430.00	70.00	<input type="checkbox"/>			CDUNCAN1	03-OCT-2012
<input type="radio"/> P <input checked="" type="radio"/> R	99	TL17	TUI	-836.00	-7,514.00	70.00	<input type="checkbox"/>			CDUNCAN1	03-OCT-2012
<input type="radio"/> P <input type="radio"/> R							<input type="checkbox"/>				
<input type="radio"/> P <input type="radio"/> R							<input type="checkbox"/>				
<input type="radio"/> P <input type="radio"/> R							<input type="checkbox"/>				

Student Curriculum Registration Criteria Student/Course

Student/Course Rules

Student Attribute: EDSB Student Type: Student Rate: Residence: Visa: Class: POT:

Cohort: Assess by Course: Grade Mode: Instructional Method: Schedule Type:

STATE EMPLOYEE DEPENDENTS (TCA 8-50-115)

Dependents of State Employees are eligible for a 25% exemption of the in-state Maintenance fee. The student must be classified as an Undergraduate student for Admissions and Residency purposes and under the age of 24. A dependent of a State Employee must fall in the following categories:

1. Parent is a full-time employee in the State of Tennessee
2. Parent died while employed full-time
3. Parent was killed on the job or in the line of duty while employed as a full-time employee of the State of Tennessee
4. Parent is a retired employee of the State of Tennessee who retired after a minimum of 25 years of full-time creditable service

The fee exemption code is 916001 and the payment detail code is EXDS. When the form is received it will be enter on TSAEXPT. A new form must be submitted each semester. The deadline for the form is the last day of Final Exams for the semester. Forms for previous semesters will not be accepted. **The fees are charged to E019106, GL 444100.**

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Save Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 916001 Term: 201320 Spring Sem 2013

Exemption Base Information

Description: Dep. of State Employee

Detail Payment Code: EXDS Depend of State Emp Exp Pmt

Exemption Roll Options

Roll Expiration Term:

Roll Exemptions

Roll Students

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

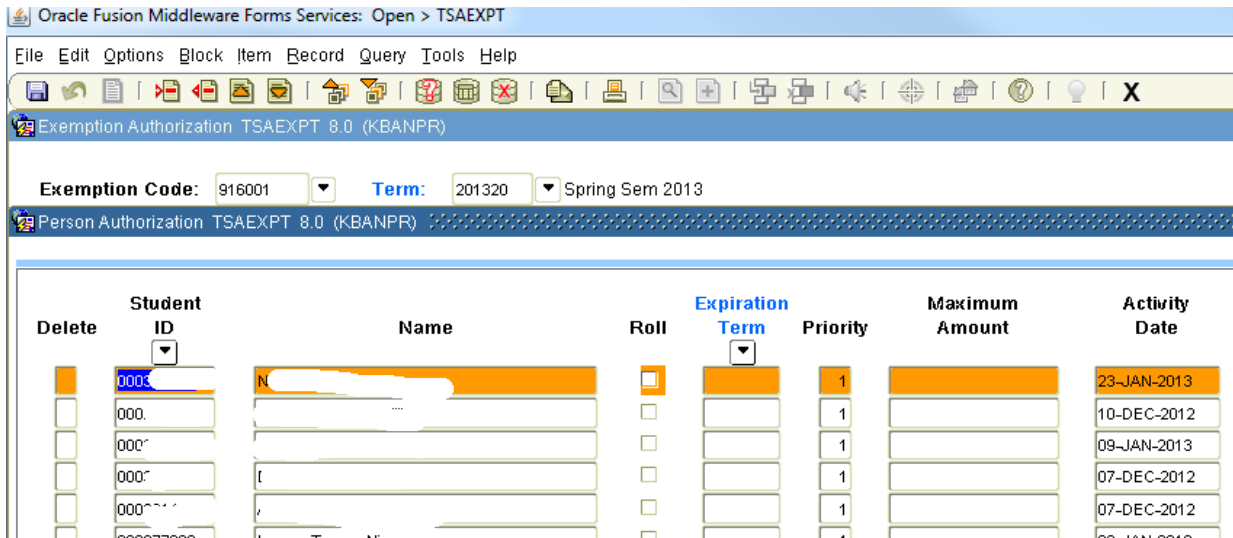
File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 916001 Term: 201320 Spring Sem 2013

Detail Code Level Authorization TSAEXPT 8.0 (KBANPR)

Detail Code	Description	Priority	Percent	Minimum Amount	Maximum Amount	Source Indicator
TU17	I/S Undergraduate Maintenance	1	25			A



DEPENDENTS OF TENNESSEE PUBLIC SCHOOL TEACHERS (TCA 49-7-119) AND TECHNOLOGY COORDINATORS

Dependents of licensed public school teachers and technology coordinators employed full-time by a Tennessee public school system are eligible for a 25% fee waiver discount of in-state maintenance fee. The student must be classified as an Undergraduate for Admissions and Registration purposes and under the age of 24. The Exemption code for dependents of Public School teachers is 915801 and the payment detail code is EXDT. The Exemption code for dependents of Technology Coordinators is 915802 and the payment detail code is EXTC. **The fees are charged to E019101, GL 444100.** A form signed by the teacher/coordinator, principal/superintendent and the student must be submitted each semester. The deadline for the form is the last day of Final Exams for the semester. Forms for previous semesters will not be accepted. **In July of 1994, an addendum to this statute added a waiver for dependents of public school teachers who died while employed as a teacher and for students who are using the fee waiver at the time of the parent/teacher's death.**

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 915801 Term: 201320 Spring Sem 2013

Exemption Base Information

Description: Dep. of Public School Tchr
 Detail Payment Code: EXDT Exemption-Dep Pub Sch Tchr

Exemption Roll Options

Roll Expiration Term:
 Roll Exemptions
 Roll Students

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

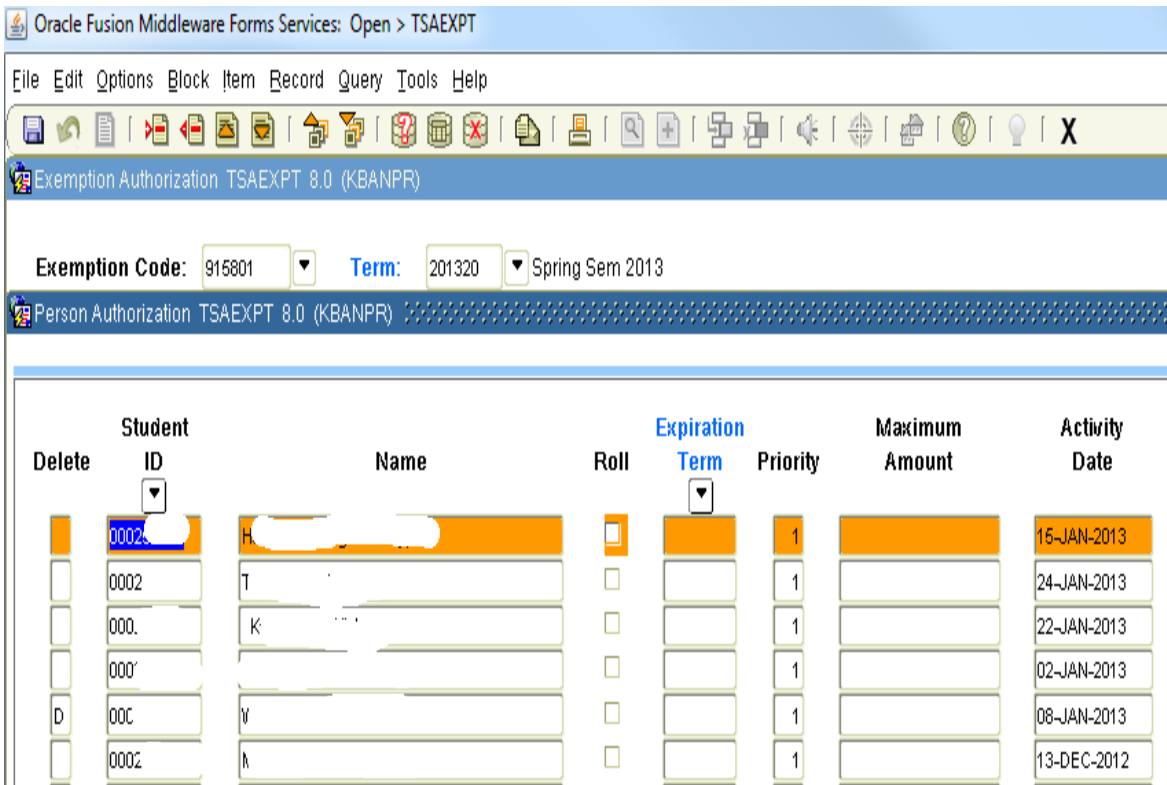
Exemption Authorization TSAEXPT 8.0 (KBANPR)

Insert Record

Exemption Code: 915801 Term: 201320 Spring Sem 2013

Detail Code Level Authorization TSAEXPT 8.0 (KBANPR)

Detail Code	Description	Priority	Percent	Minimum Amount	Maximum Amount	Source Indicator
TU17	I/S Undergraduate Maintenance	1	25		975.25	A
TD17	Distance Educ I/S Maintenance	2	25			A



DEPENDENTS OF SERVICEMENT KILLED IN ACTION, MISSING IN ACTION OR DECLARED PRISONERS OF WAR (TCA 49-7-102)

Eligible dependents under the age of 21 whose parent was killed, died as a direct result of injuries received, or has been officially reported as being either a prisoner of war or missing in action while serving honorably as a member of the armed forces during a qualifying period of armed conflict or was formerly a prisoner of war or missing in action under such circumstances, or the spouse of such veteran, is entitled to a waiver of tuition, maintenance fees, student activity fees and required registration or matriculation fees and shall be admitted without cost to any of the institutions of higher education owned, operated and maintained by the state.

A Veteran’s spouse’s eligibility for the educational assistance terminates 10 years after the death of the veteran from whom the eligibility for benefits derives. If a student qualifies for this educational benefit after the student has paid tuition and fees for a term, there shall be no refund by the institution. To be eligible for this benefit, a dependent child shall be matriculated as a full-time student at a state institution of higher education prior to attaining 21 years of age. Once declared eligible, a dependent child remains eligible until one of the following occurs:

1. Dependent child earns an undergraduate degree or certificate;
2. Dependent child has accumulated 150 semester hours
3. The dependent child has maintained a full-time enrollment of at least 15 semester hours or the equivalent for 10 semesters or the equivalent.

The fees for this program are charged to E019005, GL 443011. The Fee Waiver Reduction code is 916101 and the payment detail code is EXDV.

UNIVERSITY OF TENNESSEE EMPLOYEES (INCLUDING ROTC) (HR 0330)

All regular UT employees (including ROTC employees assigned to The University of Tennessee) who are appointed at least 50% FTE are eligible for fee waiver assistance. Full-time or part-time employees (50% FTE or greater) may receive a fee waiver of up to 9 hours per semester. Employees do **NOT** have the option of paying Program & Services (including the Health Services fee), Library, Study Abroad, Technology, Transportation or Facilities fees. Distance Education courses are also covered but the employee is responsible for the Distance Education Course fee.

Full-time regular faculty and staff may enroll without payment of fees in up to a maximum of nine (9) semester (quarter) **undergraduate** or **graduate** credit hours per term. **Law and Vet School fees are not covered by the fee waiver policy. An employee is not eligible for BOTH a fee waiver as a UTK employee and a billing as a UHS (University Health System) employee per Betty Gissell at UHS.** Part-time regular faculty and staff working 50 percent time or more, may enroll without payment of fees based upon their percent of effort as follows:

<u>Employee Effort</u>	<u>Fee Waiver</u>
50-74 percent	up to 4 hours
75-99 percent	up to 6 hours
100 percent	up to 9 hours

Graduate students who are 100% regular employees, receive a full waiver of tuition because full fees are charged at 9 hours. Undergraduate students who take more than 9 hours will pay the difference between the fee waiver and the charges for the courses enrolled. The student's employment status on the first day of class will determine their eligibility for the semester.

The Fee Exemption code for UT Staff is 915001 and the payment detail code is EXST. **Each campus bears the cost of the staff waivers for other budget entities attending their campus. The Knoxville Intra-Campus Fee waiver Cost Center is E019103, GL 422200. The waiver cost for employees of the Knoxville Campus is charged to the Cost Center/WBS element from which the employee is paid with a GL of 422200. Waiver cost for Hospital employees is charged to WBS R170145004, GL 422200.** Only employees who are not yet on payroll have

to submit a form to receive a fee waiver. Employees register for a course and Banner links to IRIS. An exemption is added to TSAEXPT. If an exemption is added and the employee terminates employment, their record is marked with a “D” to delete the exemption.

There is an additional table written and maintained by a program written by OIT to limit the amount of the staff waiver based on the employee’s percent of time employed.

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 915001 Term: 201320 Spring Sem 2013

Exemption Base Information

Description: Staff Fee Waiver

Detail Payment Code: EXST Staff Exemption Payment

Exemption Roll Options

Roll Expiration Term: 999999 The End of Time

Roll Exemptions

Roll Students

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 915001 Term: 201320 Spring Sem 2013

Detail Code Level Authorization TSAEXPT 8.0 (KBANPR)

Detail Code	Description	Priority	Percent	Minimum Amount	Maximum Amount	Source Indicator
TU17	I/S Undergraduate Maintenance	1	100		99,999.00	A
TG17	I/S Graduate Maintenance	3	100		99,999.00	A
TD17	Distance Educ I/S Maintenance	5	100		99,999.00	A
TS17	UTSI I/S Maintenance	7	100		99,999.00	A

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 915001 Term: 201320 Spring Sem 2013

Person Authorization TSAEXPT 8.0 (KBANPR)

Delete	Student ID	Name	Roll	Expiration Term	Priority	Maximum Amount	Activity Date
<input type="checkbox"/>	000	[REDACTED]	<input type="checkbox"/>		1		01-MAR-2013
<input type="checkbox"/>	000	Mr [REDACTED]	<input type="checkbox"/>		1		01-MAR-2013
<input type="checkbox"/>	000	[REDACTED]	<input type="checkbox"/>		1		01-MAR-2013
<input type="checkbox"/>	00	F [REDACTED]	<input type="checkbox"/>		1		01-MAR-2013
<input type="checkbox"/>	00	[REDACTED]	<input type="checkbox"/>		1		01-MAR-2013
<input type="checkbox"/>	000	[REDACTED]	<input type="checkbox"/>		1		01-MAR-2013
<input checked="" type="checkbox"/>	000	[REDACTED]	<input type="checkbox"/>		1		31-DEC-2099
<input type="checkbox"/>	000	/ [REDACTED]	<input type="checkbox"/>		1		01-MAR-2013
<input type="checkbox"/>	000	[REDACTED]	<input type="checkbox"/>		1		01-MAR-2013
<input checked="" type="checkbox"/>	00	[REDACTED]	<input type="checkbox"/>		1		01-MAR-2013
<input type="checkbox"/>	00	[REDACTED]	<input type="checkbox"/>		2		01-MAR-2013
<input checked="" type="checkbox"/>	000	[REDACTED]	<input type="checkbox"/>		1		01-MAR-2013

ROTC staff members assigned to The University of Tennessee are eligible for a fee waiver as a staff member. The Exemption code is 917401 and the payment detail code is EXRT. **The fees are charged to E019103, GL 422200.** A list of eligible ROTC employees is obtained from Human Resources each semester.

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 917401 **Term:** 201320 Spring Sem 2013

Exemption Base Information

Description: Exp-ROTC Staff

Detail Payment Code: EXRT ROTC Staff Exempt

Exemption Roll Options

Roll Expiration Term:

Roll Exemptions

Roll Students

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 917401 **Term:** 201320 Spring Sem 2013

Category Code Level Authorization TSAEXPT 8.0 (KBANPR)

Category	Description	Priority	Percent	Minimum Amount	Maximum Amount	Source Indicator
TUJ	Registration Tuition	1	100		4,500.00	A

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 917401 Term: 201320 Spring Sem 2013

Person Authorization TSAEXPT 8.0 (KBANPR)

Delete	Student ID	Name	Roll	Expiration Term	Priority	Maximum Amount	Activity Date
<input type="checkbox"/>	000	M	<input checked="" type="checkbox"/>		1	4,166.00	06-DEC-2012
<input type="checkbox"/>	000	A	<input checked="" type="checkbox"/>		1	4,166.00	06-DEC-2012
<input type="checkbox"/>	000	N	<input checked="" type="checkbox"/>		1		02-JAN-2013

Undergraduate students need a max amount added. The exemption will only cover 9 credit hours. The student is responsible for the difference.

HONORS PROGRAM

Out-of-state students in the Chancellors Honor's Program are authorized as Exemptions for the out-of-state tuition. The Exemption code is 19003 and the payment detail code is EHON. **The fees are charged to E019003, GL 443102.** The eligibility of the student is certified each semester by the Honor's Program office.

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 19003 Term: 201320 Spring Sem 2013

Exemption Base Information

Description: Chancellors Honor O/S
 Detail Payment Code: EHON Exm-Honors Prog Stu Aid

Exemption Roll Options

Roll Expiration Term:
 Roll Exemptions
 Roll Students

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 19003 Term: 201320 Spring Sem 2013

Detail Code Level Authorization TSAEXPT 8.0 (KBANPR)

Detail Code	Description	Priority	Percent	Minimum Amount	Maximum Amount	Source Indicator
TU16	O/S Undergraduate Tuition	1	100			A

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Exemption Code: 19003 Term: 201320 Spring Sem 2013

Person Authorization TSAEXPT 8.0 (KBANPR)

Delete	Student ID	Name	Roll	Expiration Term	Priority	Maximum Amount	Activity Date
<input type="checkbox"/>	00C		<input checked="" type="checkbox"/>		1		06-DEC-2012
<input type="checkbox"/>	00C		<input checked="" type="checkbox"/>		1		06-DEC-2012
<input type="checkbox"/>	000.		<input checked="" type="checkbox"/>		1		06-DEC-2012
<input type="checkbox"/>	000. I		<input checked="" type="checkbox"/>		1		06-DEC-2012
<input type="checkbox"/>	00C		<input checked="" type="checkbox"/>		1		06-DEC-2012

DISABLED AND ELDERLY PERSONS (TCA 49-7-113)

Persons with a permanent, total disability and persons 60 years of age or older, may audit courses without payment of fees. Permanent, totally disabled persons or persons 65 year of age or older may enroll in courses for credit for \$7 per hour with a maximum charge of \$70. The Fee Reduction rate is handled by an attribute and negative rules built on SFARGFE. Mandatory fees such as P&S, Tech, etc. are removed with negative rules. If one of these students wishes to use Student Health or go to T-Rec, they are required to have 6 hours and pay the **MAXIMUM of ALL Mandatory Fees.**

Mandatory fees (max of each): P&S Primary and Health, Technology, Library Fee, Study Abroad, Facilities, and Transportation.

The Attribute for over 65 is EO65.

TCA 49-7-113. Disabled and elderly persons — Auditing or enrollment. —

(a) (1) Disabled persons suffering from a permanent total disability which totally incapacitates such person from working at an occupation which brings the person an income, and persons who have retired from state service with thirty (30) or more years of service, regardless of age, or persons who will become sixty (60) years of age or older during the academic quarter or semester, whichever is applicable, in which such persons begin classes and, who are domiciled in Tennessee, may audit courses at any state-supported college or university without paying tuition charges, maintenance fees, student activity fees or registration fees; however, this privilege may be limited or denied by the college or university on an individual classroom basis according to space availability.

(2) The provisions of this section shall not apply at medical schools, dental or pharmacy schools, and no institution of higher education shall be required to make physical alterations of its buildings or other facilities to comply with this section.

(3) Prior to admittance, the university or college involved may require an affidavit or certificate from a physician or an agency charged with compensating the disabled person or adjudicating the permanent total disability of the person who is requesting admittance to classes, that such person is permanently totally disabled as set forth herein.

(4) A student who is receiving services under federal or state vocational rehabilitation programs is not eligible for a waiver of tuition and fee benefits under this section.

(b) Subject to the same terms and conditions as provided in subsection (a), disabled persons, as defined in subsection (a), and persons who will become sixty-five (65) years of age or older during the academic quarter or semester, whichever is applicable, in which such persons begin classes and, who are domiciled in Tennessee, may be enrolled in courses for credit at state-supported colleges and universities without payment of tuition charges, maintenance fees, student activity fees or registration fees, except that the board of trustees of the University of Tennessee and the board of regents of the state university and community college system may provide for a service fee which may be charged by the institutions under their respective jurisdictions, the fee to be for the purpose of helping to defray the cost of keeping the records of such students and not to exceed forty-five dollars (\$45.00) a quarter or seventy dollars (\$70.00) a semester.

[Acts 1974, ch. 623, § 1; 1976, ch. 502, § 1; 1977, ch. 28, § 1; 1980, ch. 842, §§ 1, 2; T.C.A., § 49-3251; Acts 1997, ch. 360, § 1; 2002, ch. 788, § 6; 2006, ch. 913, § 1.]

Oracle Fusion Middleware Forms Services: Open > SFARGFE

File Edit Options Block Item Record Query Tools Help

Registration Fee Assessment Rules SFARGFE 8.5.4 (KBANPR)

Term: 201330 Summer Sem 2013 Rule Type: STUDENT Entry Type: REGULAR

Copy Rules to New Term Set Copy Indicator Process Copy Indicator Setting

Registration Charges and Fees

Type	Sequence CopyNumber	Detail Code	Category Code	Per Credit Charge	Minimum Charge	Maximum Charge	Override	Course Campus Level	Course Attribute	User ID	Activity Date
<input checked="" type="radio"/> P <input checked="" type="radio"/> R	34	TU17	TUI	-319.70	-3,516.00	70.00	<input type="checkbox"/>			SFORMAN	23-JAN-2013
<input type="radio"/> P <input checked="" type="radio"/> R	36	TU17	TUI	-319.25	-3,831.00	70.00	<input type="checkbox"/>			SFORMAN	23-JAN-2013
<input type="radio"/> P <input checked="" type="radio"/> R	37	TU17	TUI	-319.00	-3,516.00	70.00	<input type="checkbox"/>			SFORMAN	23-JAN-2013
<input type="radio"/> P <input checked="" type="radio"/> R	59	TG17	TUI	-494.00	-4,430.00	70.00	<input type="checkbox"/>			SFORMAN	23-JAN-2013
<input type="radio"/> P <input checked="" type="radio"/> R	99	TL17	TUI	-836.00	-4,988.00	70.00	<input type="checkbox"/>			CDUNCAN1	15-FEB-2013
<input type="radio"/> P <input type="radio"/> R							<input type="checkbox"/>				
<input type="radio"/> P <input type="radio"/> R							<input type="checkbox"/>				
<input type="radio"/> P <input type="radio"/> R							<input type="checkbox"/>				

Student Curriculum Registration Criteria Student/Course

Student/Course Rules

Student Attribute: E065 Student Type: Student Rate: Residence: Visa: Class: POT:

Cohort: Assess by Course: Grade Mode: Instructional Method: Schedule Type:

The Attribute for Disabled students is EDSB.

Oracle Fusion Middleware Forms Services: Open > SFARGFE

File Edit Options Block Item Record Query Tools Help

Registration Fee Assessment Rules SFARGFE 8.5.4 (KBANPR)

Term: 201330 Summer Sem 2013 Rule Type: STUDENT Entry Type: REGULAR

Copy Rules to New Term Set Copy Indicator Process Copy Indicator Setting

Registration Charges and Fees

Type	Sequence CopyNumber	Detail Code	Category Code	Per Credit Charge	Minimum Charge	Maximum Charge	Override	Course Campus Level	Course Attribute	User ID	Activity Date
<input checked="" type="radio"/> P <input checked="" type="radio"/> R	33	TU17	TUI	-319.70	-3,516.00	70.00	<input type="checkbox"/>			SFORMAN	23-JAN-2013
<input type="radio"/> P <input checked="" type="radio"/> R	36	TU17	TUI	-319.25	-3,831.00	70.00	<input type="checkbox"/>			SFORMAN	23-JAN-2013
<input type="radio"/> P <input checked="" type="radio"/> R	38	TU17	TUI	-319.00	-3,516.00	70.00	<input type="checkbox"/>			SFORMAN	23-JAN-2013
<input type="radio"/> P <input checked="" type="radio"/> R	58	TG17	TUI	-494.00	-4,430.00	70.00	<input type="checkbox"/>			SFORMAN	23-JAN-2013
<input type="radio"/> P <input checked="" type="radio"/> R	98	TL17	TUI	-836.00	-4,988.00	70.00	<input type="checkbox"/>			CDUNCAN1	15-FEB-2013
<input type="radio"/> P <input type="radio"/> R							<input type="checkbox"/>				
<input type="radio"/> P <input type="radio"/> R							<input type="checkbox"/>				
<input type="radio"/> P <input type="radio"/> R							<input type="checkbox"/>				

Student Curriculum Registration Criteria Student/Course

Student/Course Rules

Student Attribute: EDSB Student Type: Student Rate: Residence: Visa: Class: POT:

Cohort: Assess by Course: Grade Mode: Instructional Method: Schedule Type:

The student pays the \$70 charge maintenance fee. These rules are written on the Student level. Campus fees such as Program and Services, Technology, Facility, Transportation, Library and Study Abroad fees are removed by negative rules based on the Attribute code on SFARGFE. These rules are written on the Campus level. . If one of these students wishes to use Student Health or go to T-Rec, they are required to have 6 hours and pay the **MAXIMUM of ALL Mandatory Fees.**

Mandatory fees (max of each): P&S Primary and Health, Technology, Library Fee, Study Abroad, Facilities, and Transportation.

Term: Summer Sem 2013 Rule Type: Entry Type:

Copy Rules to New Term Set Copy Indicator Process Copy Indicator Setting

Registration Charges and Fees

Type	Sequence CopyNumber	Detail Code	Category Code	Per Credit Charge	Minimum Charge	Maximum Charge	Override	Course Campus	Course Level	Course Attribute	User ID	Activity Date
<input type="radio"/> P <input checked="" type="radio"/> R	<input checked="" type="checkbox"/> 83	TRNS	FEE	-2.00	-26.00	.00	<input type="checkbox"/>	K			SFORMAN	23-JAN-2013
<input type="radio"/> P <input checked="" type="radio"/> R	<input checked="" type="checkbox"/> 84	TRNS	FEE	-26.00	-26.00	.00	<input type="checkbox"/>	K			SFORMAN	23-JAN-2013
<input type="radio"/> P <input checked="" type="radio"/> R	<input checked="" type="checkbox"/> 85	TFAC	FEE	-18.00	-160.00	.00	<input type="checkbox"/>	K			SFORMAN	23-JAN-2013
<input type="radio"/> P <input checked="" type="radio"/> R	<input checked="" type="checkbox"/> 86	TFAC	FEE	-18.00	-160.00	.00	<input type="checkbox"/>	K			SFORMAN	23-JAN-2013
<input type="radio"/> P <input checked="" type="radio"/> R	<input checked="" type="checkbox"/> 87	TFAC	FEE	-18.00	-160.00	.00	<input type="checkbox"/>	K			SFORMAN	23-JAN-2013
<input type="radio"/> P <input checked="" type="radio"/> R	<input checked="" type="checkbox"/> 88	TFAC	FEE	-18.00	-160.00	.00	<input type="checkbox"/>	K			SFORMAN	23-JAN-2013
<input type="radio"/> P <input checked="" type="radio"/> R	<input checked="" type="checkbox"/> 89	TFAC	FEE	-18.00	-160.00	.00	<input type="checkbox"/>	K			SFORMAN	23-JAN-2013
<input type="radio"/> P <input checked="" type="radio"/> R	<input checked="" type="checkbox"/> 90	TFAC	FEE	-18.00	-160.00	.00	<input type="checkbox"/>	K			SFORMAN	23-JAN-2013

Student Curriculum Registration Criteria **Student/Course**

Student/Course Rules

Student Attribute: Student Type: Student Rate: Residence: Visa: Class: POT:

Cohort: Assess by Course: Grade Mode: Instructional Method: Schedule Type:

Oracle Fusion Middleware Forms Services: Open > SFARGFE

File Edit Options Block Item Record Query Tools Help

Registration Remove Record Rules SFARGFE 8.5.4 (KBANPR)

Term: 201330 Summer Sem 2013 Rule Type: CAMPUS Entry Type: REGULAR

Copy Rules to New Term Set Copy Indicator Process Copy Indicator Setting

Registration Charges and Fees

Type	Sequence CopyNumber	Detail Code	Category Code	Per Credit Charge	Minimum Charge	Maximum Charge	Override	Course Campus Level	Course Attribute	User ID	Activity Date
<input type="radio"/> P <input type="radio"/> R	109	TKI3	OTH	-54.00	-54.00	.00	<input type="checkbox"/>	K		CDUNCAN1	15-FEB-2013
<input type="radio"/> P <input type="radio"/> R	110	TPSF	OTH	-18.00	-155.00	.00	<input type="checkbox"/>	K		CDUNCAN1	15-FEB-2013
<input type="radio"/> P <input type="radio"/> R	111	TECH	FEE	-12.00	-100.00	.00	<input type="checkbox"/>	K		SFORMAN	23-JAN-2013
<input type="radio"/> P <input type="radio"/> R	136	TECH	FEE	-12.00	-100.00	.00	<input type="checkbox"/>	KPL		SFORMAN	23-JAN-2013
<input type="radio"/> P <input type="radio"/> R	388	TLIB	FEE	-1.00	-10.00	.00	<input type="checkbox"/>	K		SFORMAN	23-JAN-2013
<input type="radio"/> P <input type="radio"/> R	392	TLIB	FEE	-1.00	-10.00	.00	<input type="checkbox"/>	KPL		SFORMAN	23-JAN-2013
<input type="radio"/> P <input type="radio"/> R	401	TLIB	FEE	-1.00	-10.00	.00	<input type="checkbox"/>	KPV		SFORMAN	23-JAN-2013
<input type="radio"/> P <input type="radio"/> R	414	TLIB	FEE	-1.00	-10.00	.00	<input type="checkbox"/>	K		SFORMAN	23-JAN-2013

Student Curriculum Registration Criteria Student/Course

Student/Course Rules

Student Attribute: EO66 Student Type: Student Rate: Residence: Visa: Class: POT:

Cohort: Assess by Course: Grade Mode: Instructional Method: Schedule Type:

INTERNATIONAL STUDENT EXCHANGE PROGRAM (ISEP)

ISEP is an exchange program where students from UT go out of the country to other universities. Students from other countries come here to attend classes. The outgoing students have charges added to Banner.

Oracle Fusion Middleware Forms Services: Open > TGIACCD - TSADETC

File Edit Options Block Item Record Query Tools Help

Detail Code Control Form - Student TSADETC 8.3 (KBANPR)

Detail Code: C190 ISEP-Tuition

Type: C Refund Code: Direct Deposit Refundable Receipt Active

Category: FEE

Grant Type: Term Based Aid Year Based Like Term Like Aid Year Like Period GL Enterable

Priority: 999

Pay Type: N Tax Type: 02

Title IV Institutional Charges Exclude Invoice Print Payment History

Defaults

Amount: Term: Effective Date:

Detail Code: C191 ISEP-Housing

Type: C Refund Code: Direct Deposit Refundable Receipt Active

Category: INH

Grant Type: Term Based Aid Year Based Like Term Like Aid Year Like Period GL Enterable

Priority: 999

Pay Type: N Tax Type: 06

Title IV Institutional Charges Exclude Invoice Print Payment History

Defaults

Amount: Term: Effective Date:

Detail Code: C192 ISEP-Meals

Type: C Refund Code: Direct Deposit Refundable Receipt Active

Category: INM

Grant Type: Term Based Aid Year Based Like Term Like Aid Year Like Period GL Enterable

Priority: 999

Pay Type: N Tax Type: 07

Title IV Institutional Charges Exclude Invoice Print Payment History

Defaults

Amount: Term: Effective Date:

The incoming student's fees are paid from the ISEP funds paid by the outgoing UT students. The incoming students go through International Orientation and register in Final Registration. Their fees are assessed like any other UG student.

Oracle Fusion Middleware Forms Services: Open > TSAAREV

File Edit Options Block Item Record Query Tools Help

Account Detail Review Form - Student TSAAREV 8.4.0.1 (KBANPR)

ID: 00L Credit Limit: User: SFORMAN Holds:

Account Details

Detail Code	Description	Term	Charge	Payment	Balance	Effective Source	Effective Date
TFAC	Facility Fee	201320	160.00		.00	R	16-DEC-2012
TECH	Technology Fee	201320	100.00		.00	R	16-DEC-2012
ENGR	Engineering Course Fee	201320	162.00		.00	R	16-DEC-2012
C190	State Emp dep disc ISEP Tuit	201320	-975.25		.00	T	03-DEC-2012
C190	ISEP Tuition	201320	4,546.00		.00	T	03-DEC-2012
C191	ISEP-Housing	201320	2,808.00		.00	T	03-DEC-2012
C192	ISEP-Meals	201320	1,964.00		.00	T	03-DEC-2012
FE61	UT Volunteer Scholarship	201240		750.00	.00	F	24-AUG-2012
FG51	Hope with Merit Supplement	201240		2,500.00	.00	F	24-AUG-2012
WECK	Web E-Check Payment	201240		320.75	.00	W	21-AUG-2012
EXDS	Depend of State Emp Exp Pmt	201240		975.25	.00	E	20-AUG-2012

If the outgoing student was classified as in-state for fee payment purposes, the incoming international student is treated as an in-state for fee payment purposes. In order to assess the student in-state fees, the in-coming student has an attribute of EOS added to SGASADD.

Oracle Fusion Middleware Forms Services: Open > SGASADD

File Edit Options Block Item Record Query Tools Help

Additional Student Information SGASADD 8.3 (KBANPR)

ID: 00C D Term: 201320

Student Cohort

From Term: 201240 Maintenance To Term: 999999

Cohort Code	Description	Inactive	Reason
ISEP	International Student Exchange	<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Student Attribute

From Term: 201320 Maintenance To Term: 201325

Attribute Code	Description
CUSP	Undergraduate Special
EOS	Exemption-Out-of-State Tuition
GISP	International Student Ex. Prog

FROM TERM is not equal to KEY TERM; press DUPLICATE RECORD to update the data.

Some of the students have adequate insurance coverage and are exempt from paying the International Insurance fee. The student must submit proof of insurance to the Office of Student Health. If acceptable, that office will remove the International Insurance fee.

The incoming students are added to an Exemption to have their tuition charged to the ISEP account. The student is responsible for paying their room and board and course fees. The exception is the Architecture Poland program where the Architecture course fees are charged to the program and Engineering course fees are charged to the program.

The ISEP Exemption code is 17000069. If the outbound student is eligible for an exemption such as Dependent of Public School Teacher discount, the exemption will be assigned to the incoming student.

Oracle Fusion Middleware Forms Services: Open > TSIAUTH

File Edit Options Block Item Record Query Tools Help

Contract/Exemption History Query TSIAUTH 8.0.1 (KBANPR)

ID: 000. . . E

Contracts

Term	Priority	Number	Contractor ID	Description	Activity Da

This student has both the ISEP exemptions and the Dependent of Public School Teacher Dependent. Notice the different priorities. The Dep of Public School teacher applies first so that only the outstanding balance is charged to ISEP.

Exemptions

Term	Priority	Code	Description	Activity Date	Delete
201320	2	17000069	ISEP	07-JAN-2013	<input type="checkbox"/>
201320	1	915801	Dep. of Public School Tchr	07-JAN-2013	<input type="checkbox"/>
201240	1	17000069	ISEP	18-AUG-2012	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

After the exemption for the out-going student's discount has been added to the in-coming students account, the balance is assigned to an exemption for ISEP. The discount exemption is assigned priority 1 and the ISEP exemption would be priority 2 in those cases. Otherwise the ISEP exemption is assigned priority 1.

Exemption Code: 17000069 Term: 201320 Spring Sem 2013

Exemption Base Information

Description: ISEP
 Detail Payment Code: EISP Exp-Intl Stu Exc Program

Exemption Roll Options

Roll Expiration Term:
 Roll Exemptions
 Roll Students

Exemption Code: 17000069 Term: 201320 Spring Sem 2013

Detail Code	Description	Priority	Percent	Minimum Amount	Maximum Amount	Source Indicator
-> ENGR	Engineering Course Fee	2	100			A
TPSF	Prog & Svc Fee-Primary	3	100			A
TK13	Prog & Svc Fee-Health	4	100			A
TECH	Technology Fee	5	100			A
TFAC	Facility Fee	6	100			A
TRNS	Transportation Fee	7	100			A
BUAD	Bus Admin Course Fee	8	100			A
SABD	Undergraduate Study Abroad Fee	9	100			A

Oracle Fusion Middleware Forms Services: Open > TSAEXPT

File Edit Options Block Item Record Query Tools Help

Exemption Authorization TSAEXPT 8.0 (KBANPR)

Rollback

Exemption Code: 17000069 Term: 201320 Spring Sem 2013

Detail Code Level Authorization TSAEXPT 8.0 (KBANPR)

Detail Code	Description	Priority	Percent	Minimum Amount	Maximum Amount	Source Indicator
TU17	I/S Undergraduate Maintenance	10	100			A
TU16	O/S Undergraduate Tuition	11	100			A
TD17	Distance Educ I/S Maintenance	12	100			A
TLIB	Library Fee	13	100			A
CID8	Adv Int Design I Crs Fee	14	100			A
CA7	Arch Design III Crs Fee	15	100			A
CA21	Adv Arch Des:Sp Topic Crs Fee	16	100			A
CID7	Intermed: Int. Design Crs Fee	17	100			A

Banner Payment Detail Codes as of 3/1/13

Detail Code	Desc	Type	Category	Active
EAAC	Exm-Athletic Academic Commit	P	EXM	Y
EABA	Exm-Aerospace MBA Prog	P	EXM	Y
EABU	Exm-Athletic Business Office	P	EXM	Y
EACL	Exm-Acclaim	P	EXM	Y
EADF	Exm-Women's Ath Dir Fees	P	EXM	Y
EADH	Exm-Women's Ath Dir Room	P	EXM	Y
EADM	Exm-Women's Ath Dir Meals	P	EXM	Y
EADR	EXM Athletic Director	P	EXM	Y
EAGR	Exm-ARRA Ag Research	P	EXM	Y
EAMP	TLSAMP-Housing	P	EXM	Y
EANM	Exm-Animal Science	P	EXM	Y
EASC	Exm-Ath Strength & Condition	P	EXM	Y
EATF	Exm-Welfare of Athletes-Fees	P	EXM	Y
EATH	Exm-Welfare of Athletes-Room	P	EXM	Y
EATM	Exm-Welfare of Athletes-Meals	P	EXM	Y
EAVA	Advance Aerospace Work Bell 11	P	EXM	Y
EB10	TN-Base	P	EXM	Y
EBAF	Exm-Baseball-Fees	P	EXM	Y
EBAH	Exm-Baseball-Room	P	EXM	Y
EBAM	Exm-Baseball-Meals	P	EXM	Y
EBDG	Math & Science Bridge Program	P	EXM	Y

EBKF	Exm-Basketball-Fees	P	EXM	Y
EBKH	Exm-Basketball-Room	P	EXM	Y
EBKM	Exm-Basketball-Meals	P	EXM	Y
EBOF	Exm-Broadcasting Men's Ath-Fee	P	EXM	Y
EBOG	Exm-Knox Bo Grad Intern Pgm	P	EXM	Y
EBOH	Exm-Broadcasting Men's Ath-Rm	P	EXM	Y
EBOM	Exm-Broadcasting Men's Ath-Mea	P	EXM	Y
EBRE	Exm-Bredesen Center Research	P	EXM	Y
EBSA	Basic Aerospace Work Bell 11	P	EXM	Y
EBSF	Exm-Basketball Stu Coach-Fees	P	EXM	Y
EBSH	Exm-Basketball Stu Coach-Room	P	EXM	Y
EBSM	Exm-Basketball Stu Coach-Meals	P	EXM	Y
ECHA	Chancellor's Honor Program	P	EXM	Y
ECME	Exp-Communications Enrichment	P	EXM	Y
ECMH	Child Mental Health Res Center	P	EXM	Y
ECSA	Exemption from CSA	P	EXM	N
ECVM	Exm-CVM Adm Research	P	EXM	Y
EDHS	Exm-DHHS Lee	P	EXM	Y
EDOE	Exm-DOE Nuc Energy Hielbronn	P	EXM	Y
EDOT	Exm-USDOT-STC-Richards	P	EXM	Y
EDPT	Dept. Financial Assistance	P	EXP	Y
EDRA	Student Drama Enrichment Fund	P	EXM	Y
EDRP	Exm-Dist Tsch Prof-EECS	P	EXM	Y
EECB	Exm-TDE Early Childhood-Benner	P	EXM	Y
EEEM	Executive Eng Manage Program	P	EXM	Y
EEPA	Exm-EPA Star Fellow	P	EXM	Y
EEPR	Exm-Environmental Prac Researc	P	EXM	Y
EESI	Exm-TDE-Endorsement Summer In	P	EXM	Y
EEUB	Acad Enrich Upward Bound AUUB	P	EXM	Y
EFBF	Football Grant-in-Aid-Tuition	P	EXM	Y
EFBM	Football Grant-in-Aid Meals	P	EXM	Y
EFBR	Football Grant-in-Aid Room	P	EXM	Y
EFEL	Exm-Fellowships	P	EXM	Y
EFIF	Exm- FIPSE-Fees	P	EXM	Y
EFIH	Exm- FIPSE-Room	P	EXM	Y
EFIM	Exm- FIPSE-Meals	P	EXM	Y
EFOR	Exm-Forestry	P	EXM	Y
EFSF	Exm-Football Stu Coaches-Fees	P	EXM	Y
EFSH	Exm-Football Stu Coaches-Room	P	EXM	Y
EFSM	Exm-Football Stu Coaches-Meals	P	EXM	Y
EFST	Exm-Food Sci & Tech	P	EXM	Y
EFUT	Future Program	P	EXM	Y
EFVF	Exm-Football Video Ops-Fees	P	EXM	Y

EFVH	Exm-Football Video Ops-Room	P	EXM	Y
EFVM	Exm-Football Video Ops-Meals	P	EXM	Y
EFWF	Exm-Forestry, Wildlife & Fish	P	EXM	Y
EGCD	Exm-Gov Chair Discretionary	P	EXM	Y
EGOF	Exm-Men's Golf-Fees	P	EXM	Y
EGOH	Exm-Men's Golf-Room	P	EXM	Y
EGOM	Exm-Men's Golf-Meals	P	EXM	Y
EGOV	Governor School for Sci & Eng	P	EXM	Y
EGSC	EXM-Global Supply Chain MBA Pr	P	EXM	Y
EGSF	Exm-Golf Stu Coaches-Fees	P	EXM	Y
EGSH	Exm-Golf Stu Coaches-Room	P	EXM	Y
EGSM	Exm-Golf Stu Coaches-Meals	P	EXM	Y
EHAS	Haslam Scholars	P	EXM	Y
EHCF	Exm-Fellow Humanities Center	P	EXM	Y
EHON	Exm-Honors Prog Stu Aid	P	EXM	Y
EHPN	Exm-HPN Small Animals	P	EXM	Y
EHSS	Haslam Scholar Support	P	EXM	Y
EILV	Exm-Int Ath for Women	P	EXM	Y
EISH	Exm-ISEP-Housing	P	EXM	Y
EISM	Exm-ISEP-Meal Plan	P	EXM	Y
EISP	Exp-Intl Stu Exc Program	P	EXM	Y
EKRK	Small Animal Kirk Proposal	P	EXM	Y
ELCN	Exm-Legal Counsel Assts	P	EXM	Y
ELDF	Exm-Lead Summer Inst Fees	P	EXM	Y
ELDH	Exm-Lead Summer Inst Housing	P	EXM	Y
ELDM	Exm-Lead Summer Inst Meals	P	EXM	Y
ELIB	Exemption ITRL Scholarship	P	EXM	Y
ELNG	Exm-NSF ESI-0019679 Long	P	EXM	Y
ELYM	Exm-Forestry Lyme Disease	P	EXM	Y
EMAF	Exm-Athletic Director Fees	P	EXM	Y
EMAH	Exm-Athletic Director Room	P	EXM	Y
EMAM	Exm-Athletic Director Meals	P	EXM	Y
EMBA	Exm-Executive MBA Prog	P	EXM	Y
EMCF	Exm-Ath Dept Compliance Fees	P	EXM	Y
EMCH	Exm-Ath Dept Compliance Room	P	EXM	Y
EMCI	I/S Multiple Camp Grad Adjus	P	EXM	Y
EMCM	Exm-Ath Dept Compliance Meals	P	EXM	Y
EMCO	O/S Multiple Campus Grad Adj	P	EXM	Y
EMFB	Men's Baseball Off Campus R/B	P	EXM	Y
EMFF	Men's Football Off Camp R/B	P	EXM	Y
EMFG	Men's Golf Off Campus R/B	P	EXM	Y
EMFK	Men's Basketball Off Camp R/B	P	EXM	Y
EMFR	Men's Track Off Campus R/B	P	EXM	Y

EMFS	Men's Swim Off Campus R/B	P	EXM	Y
EMFT	Men's Tennis Off Campus R/B	P	EXM	Y
EMGF	Exm-Minority Grad Fellow	P	EXM	Y
EMIC	I/S Multiple Camp Grad Adjus	P	EXM	Y
EMIE	MS Indust Engr Progr Exempt	P	EXM	Y
EMMA	Exm-Maurice M Acree Family	P	EXM	Y
EMMF	Exm-Ath Dept Marketing Fees	P	EXM	Y
EMMH	Exm-Ath Dept Marketing Room	P	EXM	Y
EMMM	Exm-Ath Dept Marketing Meals	P	EXM	Y
EMOB	Men's Baseball On Campus B	P	EXM	Y
EMOC	O/S Multiple Campus Grad Adj	P	EXM	Y
EMOF	Men's Football On Campus B	P	EXM	Y
EMOG	Men's Golf On Campus B	P	EXM	Y
EMOK	Men's Basketball On Campus B	P	EXM	Y
EMON	Men's Tennis On Campus B	P	EXM	Y
EMOR	Men's Track On Campus B	P	EXM	Y
EMOS	Men's Seimming On Campus B	P	EXM	Y
EMOT	Exm-Marian Oates Teacher Enrch	P	EXM	Y
EMPB	Exm-Ath Publicity GA	P	EXM	Y
EMPF	Exm-Pep Club Fees	P	EXM	Y
EMPH	Exm-Pep Club Room	P	EXM	Y
EMPM	Exm-Pep Club Meals	P	EXM	Y
EMSC	Exm-Miscellaneous Stu Aid	P	EXM	Y
EMTF	Exm-Men's Track-Fees	P	EXM	Y
EMTH	Exm-Men's Track-Room	P	EXM	Y
EMTM	Exm-Men's Track-Meals	P	EXM	Y
EMUI	I/S Multiple Camp UG Adjus	P	EXM	Y
EMUO	O/S Multiple Camp UG Adjus	P	EXM	Y
ENSE	Exp-Natl Stu Exc Program	P	EXM	Y
ENSF	Exm-NSF Grad Fellowship	P	EXM	Y
ENUT	Exm-Athletci Sports Nutrition	P	EXM	Y
EORH	Ornam Hort Fund	P	EXM	Y
EPAF	Exm-Prog Abroad CIE-Crackow	P	EXM	Y
EPAH	Exm-Prog Abroad CIE-Crackow	P	EXM	Y
EPAM	Exm-Prog Abroad CIE-Crackow	P	EXM	Y
EPAT	Exm-Pathobiology	P	EXM	Y
EPBA	Exm-Physician's MBA Prog	P	EXM	Y
EPMF	Exm-Ath Plant Maint-Fee	P	EXM	Y
EPMH	Exm-Ath Plant Maint-Room	P	EXM	Y
EPMM	Exm-Ath Plant Maint-Meals	P	EXM	Y
EPRO	Exm-Professional MBA Prog	P	EXM	Y
EPRV	Provost & Vice Chancellor	P	EXM	Y
ERAY	Exm-William T Ray Scholars	P	EXM	Y

ERNT	Teach//Here Scholarship Prog	P	EXM	Y
EROT	ARRA ROTC Supplemental Sch	P	EXM	N
ERSD	Exemption-Ret Staff Sp/Dep Wvr	P	EXP	Y
ES10	Exm-TDE Summer 10 Institute	P	EXM	Y
ESBF	Exm-Baseball Stu Coaches-Fees	P	EXM	Y
ESBH	Exm-Baseball Stu Coaches-Room	P	EXM	Y
ESBM	Exm-Baseball Stu Coaches-Meals	P	EXM	Y
ESCF	Exm-Swimming Stu Coaches-Fees	P	EXM	Y
ESCH	Exm-Swimming Stu Coaches-Room	P	EXM	Y
ESCM	Exm-Swimming Stu Coaches-Meals	P	EXM	Y
ESEI	Student Environment Initiative	P	EXM	Y
ESIC	Wrong Type - Do not use	P	EXM	N
ESMF	Exm-Men's Swimming-Fees	P	EXM	Y
ESMH	Exm-Men's Swimming-Room	P	EXM	Y
ESMM	Exm-Men's Swimming-Meals	P	EXM	Y
ESTF	Exm-Track Stu Coaches-Fees	P	EXM	Y
ESTH	Exm-Track Stu Coaches-Room	P	EXM	Y
ESTM	Exm-Track Stu Coaches-Meals	P	EXM	Y
ESUM	Summer Bridge Program	P	EXM	Y
ESUN	Sun Grant Center	P	EXM	Y
ETBF	Exm-Lady Vol Trn Bskball Fees	P	EXM	Y
ETBH	Exm-Lady Vol Trn Bsktball Hous	P	EXM	Y
ETBM	Exm-Lady Vol Trn Bsktball Meal	P	EXM	Y
ETCF	Exm-Lady Vol Trn Soccer Fees	P	EXM	Y
ETCH	Exm-Lady Vol Trn Soccer Room	P	EXM	Y
ETCM	Exm-Lady Vol Trn Soccer Meals	P	EXM	Y
ETED	UTSI Eng Differential Fee	P	EXM	Y
ETEF	Exm-Tennis Stu Coaches-Fees	P	EXM	Y
ETEH	Exm-Tennis Stu Coaches-Room	P	EXM	Y
ETEM	Exm-Tennis Stu Coaches-Meals	P	EXM	Y
ETFL	Exm-UTSI Fellowships	P	EXM	Y
ETGA	Exm-TN Governor's Academy	P	EXM	Y
ETGF	Exm-Lady Vol Trn Golf Fees	P	EXM	Y
ETGH	Exm-Lady Vol Trn Golf Room	P	EXM	Y
ETGM	Exm-Lady Vol Trn Golf Meals	P	EXM	Y
ETHC	Exm-Thornton Center Operations	P	EXM	Y
ETHE	Exm-TN Higher Ed Comm	P	EXM	Y
ETHG	Env-THC Grant 2010-2011	P	EXM	Y
ETKF	Exm-Lady Vol Trn Track Fees	P	EXM	Y
ETKH	Exm-Lady Vol Trn Track Room	P	EXM	Y
ETKM	Exm-Lady Vol Trn Track Meals	P	EXM	Y
ETNF	Exm-Men's Tennis-Fees	P	EXM	Y
ETNH	Exm-Men's Tennis-Room	P	EXM	Y

ETNM	Exm-Men's Tennis-Meals	P	EXM	Y
ETOF	Exm-Lady Vol Trn Softball Fees	P	EXM	Y
ETOH	Exm-Lady Vol Trn Softball Room	P	EXM	Y
ETOM	Exm-Lady Vol Trn Softball Meal	P	EXM	Y
ETRE	East TN Research & Educ Center	P	EXM	Y
ETRF	Exm-Lady Vol Trn Rowing Fees	P	EXM	Y
ETRH	Exm-Lady Vol Trn Rowing Room	P	EXM	Y
ETRM	Exm-Lady Vol Trn Rowing Meals	P	EXM	Y
ETSF	Exm-Lady Vol Trn Swim Fees	P	EXM	Y
ETSH	Exm-Lady Vol Trn Swim Room	P	EXM	Y
ETSM	Exm-Lady Vol Trn Swim Meals	P	EXM	Y
ETTA	Exm-UTSI Tuition Assistance	P	EXM	Y
ETTF	Exm-Lady Vol Trn Tennis Fees	P	EXM	Y
ETTH	Exm-Lady Vol Trn Tennis Room	P	EXM	Y
ETTM	Exm-Lady Vol Trn Tennis Meals	P	EXM	Y
ETVF	Exm-Lady Vol Volley Fees	P	EXM	Y
ETVH	Exm-Lady Vol Volley Room	P	EXM	Y
ETVM	Exm-Lady Vol Volley Meals	P	EXM	Y
EUBB	PreCollege Upward Bound Bridge	P	EXM	Y
EUSD	USDA Reg Grant	P	EXM	Y
EUTC	UT Lead Counselor - Housing	P	EXM	Y
EUTF	Exm-UTF-Center for Ed Leaders	P	EXM	Y
EUTM	UT Lead Counselor - Meals	P	EXM	Y
EUTS	Exm-UTSI Accts Rec	P	EXM	Y
EVAT	VA Tech Ag Research	P	EXM	Y
EVBP	Exm-Voluntary Buyout Program	P	EXM	Y
EVOL	Exm-ARRA Volunteer Sch	P	EXM	Y
EWAF	Exm-IAW Academics Fees	P	EXM	Y
EWAH	Exm-IAW Academics Room	P	EXM	Y
EWAM	Exm-IAW Academics Meals	P	EXM	Y
EWBF	Exm-Lady Vol Basketball Fees	P	EXM	Y
EWBH	Exm-Lady Vol Basketball Room	P	EXM	Y
EWBM	Exm-Lady Vol Basketball Meals	P	EXM	Y
EWCF	Exm-Lady Vol Crew Fees	P	EXM	Y
EWCH	Exm-Lady Vol Crew Room	P	EXM	Y
EWCM	Exm-Lady Vol Crew Meals	P	EXM	Y
EWDP	Exm-Wood Products	P	EXM	Y
EWFB	Women's Basket Off Campus R/B	P	EXM	Y
EWFC	Women's Crew Off Campus R/B	P	EXM	Y
EWFG	Women's Golf Off Campus R/B	P	EXM	Y
EWFO	Women's Soccer Off Campus R/B	P	EXM	Y
EWFR	Women's Track Off Campus R/B	P	EXM	Y
EWFS	Women's Softball Off Camp R/B	P	EXM	Y

EWFT	Women's Tennis Off Campus R/B	P	EXM	Y
EWV	Women's Volleyball Off Camp R/B	P	EXM	Y
EWFW	Women's Swimming Off Camp R/B	P	EXM	Y
EWGF	Exm-Lady Vol Golf Fees	P	EXM	Y
EWGH	Exm-Lady Vol Golf Room	P	EXM	Y
EWGM	Exm-Lady Vol Golf Meals	P	EXM	Y
EWIF	Exm-IAW Sports Info Fees	P	EXM	Y
EWIH	Exm-IAW Sports Info Room	P	EXM	Y
EWIM	Exm-IAW Sports Info Meals	P	EXM	Y
EWKD	Wallace Katie Dean Fellowship	P	EXM	Y
EWKF	Exm-Lady Vol Track Fees	P	EXM	Y
EWKH	Exm-Lady Vol Track Room	P	EXM	Y
EWKM	Exm-Lady Vol Track Meals	P	EXM	Y
EWLF	Exm-Lady Vol Cheer Fees	P	EXM	Y
EWLH	Exm-Lady Vol Cheer Room	P	EXM	Y
EWLM	Exm-Lady Vol Cheer Meals	P	EXM	Y
EWMF	Exm-IAW Market/Devl Fees	P	EXM	Y
EWMH	Exm-IAW Market/Devl Room	P	EXM	Y
EWM	Exm-IAW Market/Devl Meals	P	EXM	Y
EWOB	Women's Basketball On Campus B	P	EXM	Y
EWOC	Women's Crew On Campus B	P	EXM	Y
EWOF	Exm-Lady Vol Softball Fees	P	EXM	Y
EWOG	Women's Golf On Campus B	P	EXM	Y
EWOH	Exm-Lady Vol Softball Room	P	EXM	Y
EWOM	Exm-Lady Vol Softball Meals	P	EXM	Y
EWOO	Women's Soccer On Campus B	P	EXM	Y
EWOR	Women's Track On Campus B	P	EXM	Y
EWOS	Women's Softball On Campus B	P	EXM	Y
EWOT	Women's Tennis On Campus B	P	EXM	Y
EWOV	Women's Volleyball On Campus B	P	EXM	Y
EWOW	Women's Swimming On Campus B	P	EXM	Y
EWRF	Exm-Lady Vol Soccer Fees	P	EXM	Y
EWRH	Exm-Lady Vol Soccer Room	P	EXM	Y
EWRM	Exm-Lady Vol Soccer Meals	P	EXM	Y
EWSF	Exm-Lady Vol Swim Fees	P	EXM	Y
EWSH	Exm-Lady Vol Swim Room	P	EXM	Y
EWSM	Exm-Lady Vol Swim Meals	P	EXM	Y
EWTF	Exm-Lady Vol Tennis Fees	P	EXM	Y
EWTH	Exm-Lady Vol Tennis Room	P	EXM	Y
EWTM	Exm-Lady Vol Tennis Meals	P	EXM	Y
EWVF	Exm-Lady Vol Volleyball Fees	P	EXM	Y
EWVH	Exm-Lady Vol Volleyball Room	P	EXM	Y
EWVM	Exm-Lady Vol Volleyball Meals	P	EXM	Y

EWXF	Exm-IAW Ath Training Fees	P	EXM	Y
EWXH	Exm-IAW Ath Training Room	P	EXM	Y
EWXM	Exm-IAW Ath Training Meals	P	EXM	Y
EX30	Retired State Emp 30 years Svc	P	EXM	Y
EXBE	Exemption-Bd of Reg Emp	P	EXM	Y
EXDD	Depend of Deceased UT Staff	P	EXM	Y
EXDE	UT Stf Dependent Exempt Pmt	P	EXP	Y
EXDR	Dependent of ROTC Emp	P	EXM	Y
EXDS	Depend of State Emp Exp Pmt	P	EXM	Y
EXDT	Exemption-Dep Pub Sch Tchr	P	EXM	Y
EXDV	Dependent of Veteran Exmp Pmt	P	EXM	Y
EXGA	Grad Asst I/S Exempt Pmt	P	EXP	Y
EXGI	Grad Stu I/S Exempt Pmt	P	EXP	Y
EXGN	Grad Asst O/S Exempt Pmt	P	EXP	Y
EXGO	Grad Stu O/S Exempt Pmt	P	EXP	Y
EXRD	Dependent of Retired UT Staff	P	EXM	Y
EXRR	Retired St Emp Dependent	P	EXM	Y
EXRS	UT Retired Staff Exempt	P	EXM	Y
EXRT	ROTC Staff Exempt	P	EXM	Y
EXSD	Spouse Deceased UT Staff Exmp	P	EXM	Y
EXSE	State Employee Exempt Pmt	P	EXM	Y
EXSK	Dep-Deceased St Emp	P	EXM	Y
EXSP	UT Stf Spouse Exemption Pmt	P	EXP	Y
EXSR	Spouse of ROTC Emp	P	EXM	Y
EXST	Staff Exemption Payment	P	EXP	Y
EXSU	Spouse of Ret UT Staff	P	EXM	Y
EXTC	Depend of Technology Coordinat	P	EXM	Y
EXTD	Depen Ret Pub Sch Tchr Exempt	P	EXM	N
WEOG	Women's Golf On Campus B	P	EXM	N

Banner Exemption Codes as of 3/1/13

Exemption Code	Description	Term	Expiration Term	Detail Code	Activity Date
1	I/S Multiple Camp Grad Adjus	201140		EMCI	7-Nov-11
100005	Exec Eng Management Program	201140		EEEM	22-Aug-11
10001602	Crackow Study Abroad - T&F	201120		EPAF	28-Jan-11
10001603	Crackow-Study Abroad Housing	201120		EPAH	28-Jan-11
10100005	FUTURE - Tui / Fees	201140		EFUT	11-Aug-11
10100086	EMBA	201120		EMBA	13-Jan-11
10100094	PEMBA	201120		EPBA	13-Jan-11
10100096	AMBA	201120		EABA	13-Jan-11
10100099	PROMBA	201120		EPRO	7-Dec-10

10100109	Global Supply Chain EMBA	201320	EGSC	3-Jan-13
10100114	MS Indust Engr Prog Exempt	201320	EMIE	4-Dec-12
10111172	FIPSE - T&F	201320	EFIF	6-Dec-12
10129	Provost & Vice Chanc	201320	EPRV	6-Dec-12
10130012	Wallace / Katie Fellowship	201320	EWKD	6-Dec-12
10130017	Thornton Center	201120	ETHC	2-Dec-10
10130084	Haslam Scholar Support	201230	EHSS	8-May-12
10132	TN Higher Education Commission	201320	ETHE	6-Dec-12
10132001	Minority Graduate Fellowship	201320	EMGF	6-Dec-12
10138015	NSF Grad Fellowship	201320	ENSF	6-Dec-12
10180103	UT Lead Counselors-Meals	201320	EUTM	6-Dec-12
10180106	UT Lead Counselor-Housing	201320	EUTC	6-Dec-12
10208001	Student Environ Initiatives	201320	ESEI	6-Dec-12
10515062	Sun Grant Center	201320	ESUN	6-Dec-12
10730009	Gov School Sci & Eng	201320	EGOV	6-Dec-12
11001103	Exm-Fellow Humanities Center	201320	EHCF	6-Dec-12
11032126	Student Drama Enrich	201320	EDRA	1-Jan-13
11064058	Marian Oates Enrichment	201320	EMOT	6-Dec-12
11086397	EPA Fellowship	201320	EEPA	6-Dec-12
11145012	R011145011	201120	EORH	21-Dec-10
111615	Animal Science-Tuition	201320	EANM	6-Dec-12
11161610	USDA CSREES A2 Grant	201120	EUSD	3-Jan-11
11201512	Food Science & Tech	201120	EFST	13-Jan-11
112225	Forestry	201320	EFWF	6-Dec-12
11305074	Eng Diversity: TLSAMP	201320	EAMP	6-Dec-12
11313079	USDOT	201320	EDOT	6-Dec-12
11380901	Nuclear Eng Tuition	201320	EGCD	6-Dec-12
11382199	DOE Nuclear Energy - T&F	201320	EDOE	6-Dec-12
11416145	VA Tech AG Research - Fees	201320	EVAT	2-Jan-13
11701034	THEC Grant 2012-2013	201320	ETHG	6-Dec-12
11709003	TN Governor Academy	201320	ETGA	6-Dec-12
11743002	Leadership Academy	201320	EUTF	6-Dec-12
11755074	TN Base 10	201320	EB10	6-Dec-12
11755076	TDE-Endors. Summer Inst	201320	ES10	6-Dec-12
11755077	TDE- Barkdoll	201320	EESI	6-Dec-12
11755078	Early Childhood Summer	201230	EECB	29-May-12
11755090	Teach/Here Scholarship	201320	ERNT	6-Dec-12
11755093	Basic Aerospace	201320	EBSA	6-Dec-12
11755094	Advanced Aerospace	201320	EAVA	6-Dec-12
11760075	Pre-College Upward Bound Bridg	201320	EUBB	6-Dec-12
11760077	Academic Enrichment Upward	201320	EEUB	6-Dec-12
11760080	Math & Science Bridge	201320	EBDG	6-Dec-12
11855040	ACCLAIM 50% I/S & Support	201320	ELNG	6-Dec-12

12219357	Forestry-Tuition	201320	ELYM	6-Dec-12
12901001	Communication Enrichment Fund	201320	ECME	6-Dec-12
1290142	UT Lead; Tui \$ Fees	201320	ELDF	6-Dec-12
1290143	UT Lead-Housing	201320	ELDH	6-Dec-12
1290144	UT Lead-Meal Plan	201320	ELDM	6-Dec-12
13011082	Coll. of Nursing- CREASIA	201320	EDHS	6-Dec-12
13450082	Elec Eng & Com Sci Tuition	201320	EDRP	6-Dec-12
13601079	Knox Co. Intern Program	201320	EBOG	6-Dec-12
14030060	Child Mntl Health Research	201120	ECMH	3-Jan-11
14520	Honor's Costa Rica	201230	ECHA	18-Jun-12
15110	Bredesen Res Ctr	201320	EBRE	6-Dec-12
17000062	ISEP - Housing	201320	EISH	6-Dec-12
17000063	EXM-ISEP Meal Plan	201320	EISM	9-Jan-13
17000069	ISEP	201120	EISP	23-Dec-10
17000072	National Student Exchange	201320	ENSE	6-Dec-12
17000202	Departmental Financial Asst	201320	EDPT	6-Dec-12
170150	Legal Counsel Assts.	201220	ELCN	19-Dec-11
180103	CVM Admin Research	201320	ECVM	6-Dec-12
181740	Pathobiology	201320	EPAT	6-Dec-12
18601100	AD Academic Commitment	201320	EAAC	6-Dec-12
19003	Chancellors Honor O/S	201320	EHON	6-Dec-12
19004	Misc Aid - Tuition	201320	EMSC	6-Dec-12
19004170	TSAC-Voluntary Buyout Program	201320	EVBP	6-Dec-12
19005	Fellowships	201320	EFEL	6-Dec-12
19007402	ARRA Volunteer Scholarship	201120	EVOL	23-Dec-10
19007402	ARRA IMLS ITRL Grant Schol	201320	EVOL	6-Dec-12
19007403	ARRA ROTC SUPP	201320	EROT	6-Dec-12
19018	O/S Acclaim	201320	EACL	6-Dec-12
19029	UT SUM BRIDGE	201320	ESUM	6-Dec-12
2	O/S Grad Multiple Campus Adj	201140	EMCO	7-Nov-11
20500001	UTSI A/R	201320	EUTS	6-Dec-12
24001009	UTSI Eng Differential	201320	ETED	6-Dec-12
240652	LV Ath Director	201320	EMAF	6-Dec-12
2450022	LV Basketball Coach-T&F	201120	ETBF	13-Dec-10
2450032	LV Training Swimming - T&F	201320	ETSF	6-Dec-12
2450042	LV Training Tennis - T&F	201320	ETTF	6-Dec-12
2450052	LV Trainer Track-T&F	201320	ETKF	6-Dec-12
2450053	LV Training Track - House	201320	ETKH	6-Dec-12
2450054	LV Training Track-Meal	201320	ETKM	6-Dec-12
2450062	LV Training Volleyball - T&F	201320	ETVF	6-Dec-12
2450073	LV Golf Training - House	201320	ETGH	6-Dec-12
2450074	LV Trainer Golf-Meals	201320	ETGM	6-Dec-12
2450082	LV Softball Training - T&F	201320	ETOF	6-Dec-12

2450083	LV Softball Trainer - House	201320	ETOH	6-Dec-12
2450092	LV Training Rowing - T&F	201320	ETRF	6-Dec-12
2450102	LV Training Soccer - T&F	201320	ETCF	6-Dec-12
2450103	LV Trainer Soccer-House	201320	ETCH	6-Dec-12
2450402	LV Basketball T&F	201320	EWBF	23-Jan-13
2450403	LV Basketball - Housing	201320	EWBH	23-Jan-13
2450404	LV Basketball - Meals	201320	EWBM	23-Jan-13
2450412	LV Swimming - T&F	201320	EWSF	2-Jan-13
2450413	LV Swimming - Housing	201320	EWSH	2-Jan-13
2450414	LV Swimming - Meals	201320	EWSM	2-Jan-13
2450422	LV Tennis - T&F	201320	EWTF	6-Dec-12
2450423	LV Tennis - Housing	201320	EWTH	6-Dec-12
2450424	LV Tennis - Meal	201320	EWTM	6-Dec-12
2450432	LV Track - T&F	201320	EWKF	7-Jan-13
2450433	LV Track - Housing	201320	EWKH	6-Dec-12
2450434	LV Track - Meal	201320	EWKM	6-Dec-12
2450442	LV Volleyball - T&F	201320	EWVF	15-Jan-13
2450443	LV Volleyball - Housing	201320	EWVH	2-Jan-13
2450444	LV Volleyball - Meals	201320	EWVM	2-Jan-13
2450452	LV Golf - T&F	201320	EWGF	17-Jan-13
2450453	LV Golf - Housing	201320	EWGH	17-Jan-13
2450454	LV Golf - Meal	201320	EWGM	17-Jan-13
2450462	LV Softball - T&F	201320	EWOE	6-Dec-12
2450463	LV Softball - Housing	201320	EWOH	6-Dec-12
2450464	LV Softball - Meals	201320	EWOM	6-Dec-12
2450472	LV Rowing - T&F	201320	EWCF	3-Jan-13
2450473	LV Rowing - Housing	201320	EWCH	3-Jan-13
2450474	Rowing Meal Plan	201120	EWCM	4-Apr-11
2450474	LV Rowing - Meals	201320	EWCM	6-Dec-12
2450482	LV Soccer - T&F	201320	EWRF	2-Jan-13
2450483	LV Soccer - Housing	201320	EWRH	2-Jan-13
2450484	LV Soccer - Meals	201320	EWRM	23-Jan-13
2450632	LV Strength & Cond - T&F	201320	EWAF	6-Dec-12
2450642	Lady Vol Athletic Train- T&F	201320	EWXF	6-Dec-12
2450652	Women's Athletic Director	201320	EADF	6-Dec-12
29004	UTSI Fellowship	201320	ETFL	6-Dec-12
3	I/S Multiple Camp UG Adj	201320	EMUI	6-Dec-12
4	O/S Multiple Camp UG Adj	201320	EMUO	6-Dec-12
5	I/S Multi Camp Gr Adj-No Assis	201320	EMIC	6-Dec-12
6	O/S Grad MC Adj-No Asst	201320	EMOC	6-Dec-12
81720090	Small An. Science - M. Acree	201320	EMMA	6-Dec-12
81721159	Small Animal Kirk Proposal	201140	EKRK	11-Aug-11
81721176	Small An Scie - Pet Nutrition	201120	EHPN	13-Jan-11

81730017	Environmental Research	201320	EEPR	6-Dec-12
86010022	Athletic Business Office	201320	EABU	9-Jan-13
86010042	A/D Media Relations	201320	EMPB	6-Dec-12
86010082	Pep Club - T&F	201320	EMPF	6-Dec-12
86010083	Pep Club - Housing	201320	EMPH	6-Dec-12
8601009	Exm-Athletic Director Fees	201320	EADR	6-Dec-12
86010092	AD/ Sport Psychology	201320	EMAF	6-Dec-12
86010182	A/D Marketing - T&F	201320	EMMF	6-Dec-12
86010183	Marketing A/D- Housing	201320	EMMH	6-Dec-12
86050012	Football Student Coaches	201320	EFSF	6-Dec-12
86050013	Football Student Coach - House	201320	EFSH	6-Dec-12
86050014	Football Coach -Meals	201320	EFSM	6-Dec-12
86050022	Football Grant-in-Aid Fees	201320	EFBF	3-Jan-13
86050023	Football Grant-in-Aid Room	201320	EFBR	3-Jan-13
86050024	Football Grant-in-Aid Meals	201320	EFBM	3-Jan-13
86100012	Men Basketball Coaches	201320	EBSF	6-Dec-12
86100022	Basketball - T&F	201320	EBKF	6-Dec-12
86100023	Basketball - Housing	201320	EBKH	6-Dec-12
86100024	Basketball - Meals	201320	EBKM	6-Dec-12
86150022	Baseball - T&F	201320	EBAF	3-Jan-13
86150023	Baseball - Housing	201320	EBAH	5-Jan-13
86150024	Baseball - Meals	201320	EBAM	5-Jan-13
86150032	Baseball Student Coach T&F	201320	ESBF	6-Dec-12
86200012	Track Student Coach - T&F	201320	ESTF	6-Dec-12
86200013	Track Student Coach-House	201320	ESTH	6-Dec-12
86200014	Track Student Coach - Meal	201320	ESTM	6-Dec-12
86200032	Track - T&F	201320	EMTF	3-Jan-13
86200033	Track - Housing	201320	EMTH	3-Jan-13
86200034	Track - Meal	201320	EMTM	6-Dec-12
86250012	Golf Coach - Tuition & Fees	201320	EGSF	6-Dec-12
86250022	Golf - Tuition & Fees	201320	EGOF	2-Jan-13
86250023	Golf - Housing	201320	EGOH	2-Jan-13
86250024	Golf - Meal	201320	EGOM	2-Jan-13
86300012	Tennis Student Coach - T&F	201320	ETEF	6-Dec-12
86300013	Tennis Coach- Housing	201320	ETEH	6-Dec-12
86300014	Tennis Coach - Meals	201320	ETEM	6-Dec-12
86300022	Tennis - T&F	201320	ETNF	7-Jan-13
86300023	Tennis - Housing	201320	ETNH	7-Jan-13
86300024	Mens Tennis-Meals	201320	ETNM	6-Dec-12
86350012	Swimming Coach - T&F	201320	ESCF	6-Dec-12
86350013	Swimming Coach-Housing	201320	ESCH	6-Dec-12
86350014	Swimming Coach-Meal	201320	ESCM	6-Dec-12
86350052	Swimming - T&F	201120	ESMF	20-Dec-10

86350052	Swimming - T&F	201320		ESMF	2-Jan-13
86350053	Swimming - Housing	201320		ESMH	6-Dec-12
86350054	Swimming - Meals	201320		ESMM	6-Dec-12
86502	Welfare of Athletes: Tui / Fee	201320		EATF	6-Dec-12
86522	Athletic Strength & Con.	201320		EASC	6-Dec-12
86552	Broadcasting: Tui / Fees	201320		EBOF	6-Dec-12
86553	A/D Broadcasting - Housing	201320		EBOH	6-Dec-12
86712	Athletic Sport Nutrition	201320		ENUT	6-Dec-12
86750012	Athletic Plant Main. Tui/Fees	201320		EPMF	6-Dec-12
913801	Dep of Public School Teacher	201320		EXDT	6-Dec-12
915001	Fee WAiver	201040	999999	EXST	11-Nov-10
915001	Staff Fee Waiver	201320	999999	EXST	6-Dec-12
915401	Grad Maint Fee Waiver	201320	999999	EXGI	6-Dec-12
915402	Grad Tuit Fee Waiver	201320	999999	EXGO	6-Dec-12
915403	Grad Asst I/S Exemption	201320	999999	EXGA	6-Dec-12
915404	Grad Asst O/S Exemption	201320	999999	EXGN	6-Dec-12
915501	Spouse Fee Waiver	201320	999999	EXSP	6-Dec-12
915601	UT Staff Dependent Fee Waiver	201320	999999	EXDE	6-Dec-12
915701	Board of Regents Employee	201320		EXBE	6-Dec-12
915702	Board of Regents Employee 50%	201320		EXBE	6-Dec-12
915703	Board of Regents Employee 33	201320		EXBE	6-Dec-12
915801	Dep. of Public School Tchr	201320		EXDT	13-Nov-12
915802	Dep of Technology Coordinator	201320		EXTC	6-Dec-12
915901	State Employee waiver	201320		EXSE	6-Dec-12
915902	Retired St Emp w/30 Years Svc	201320		EX30	16-Jan-13
916001	Dep. of State Employee	201320		EXDS	6-Dec-12
916002	Dependent-Deceased State Employ	201320		EXSK	6-Dec-12
916003	Depend-Retired St Employee	201320		EXRR	6-Dec-12
916801	Exp-Depend of Deceased UT Staf	201320		EXDD	6-Dec-12
917001	Exp-Depend ROTC Staff	201320		EXDR	6-Dec-12
917201	Exemption-Retired Staff Depend	201320		ERSD	6-Dec-12
917301	Exempt-Retired UT Employee	201320		EXRS	6-Dec-12
917401	Exp-ROTC Staff	201320		EXRT	6-Dec-12