

Quick guide

Tuition Fee Balance Report

The Tuition Fee Balance Report provides graphical representation of your tuition fee Breakdown, Summary and Overpayments for a specific academic year. A coloured key is included under the pie chart. If you need a breakdown of these totals at student level you can filter on the student details in the **Student Information** section. The same information is also displayed in table format.

Tuition Fee Balance Report

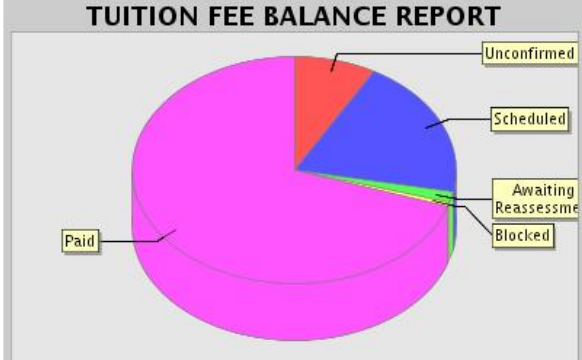
Report Date: 04/07/2018 Help

Academic Year 17-18 Mode of Study All Undergraduate Postgraduate NI Display All HEIs? Display

Tuition Fee Summary	
Total Value of Fees Expected to be Paid	£10,915,661.71
Total Number of Students Expected	3133
Total Number of Students Associated with a Temporary Course	0

Tuition Fee Breakdown		
Type	Value	Percentage
Student Attendance Not Confirmed	£899,129.62	8.24%
Student Attendance Confirmed (Payments Scheduled)*	£2,162,523.47	19.81%
Students Awaiting Reassessment	£166,989.75	1.53%
Blocked Fee Payments	£57,450.00	0.53%
Fees Paid	£7,629,568.87	69.90%
Total	£10,915,661.71	100%

TUITION FEE BALANCE REPORT



● Unconfirmed ● Scheduled ● Awaiting Reassessment ● Blocked ● Paid

Overpayments	
Academic Year	Value
17-18	-£417.50

* Overpayment of £-417.5 will be deducted from the next scheduled payment

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This image above shows the tuition fee balance report, focusing on where to find the tuition fee summary, tuition fee breakdown and the overpayments section of the report.

The data is derived from students whose attendance has been confirmed and whose tuition fee payment have been scheduled, paid or are outstanding to be paid. Our customer accounting system will create the data in this report on a weekly basis, on a Wednesday night. Once created, the data will be sent to the Student Information Service (SIS).

Access

You must hold SIS Report Advisor access to the HE Gateway to see financial reports on SIS. If you need this to be added to your account, you should contact the User Administrator at your university or college.

- 1) First, go to **Financial Reports** by selecting the link on the left-side menu of the **SIS Home** page. Selecting this menu item will also display all the available reports.
- 2) Select the **Tuition Fee Balance Report** from the **Financial Reports** submenu.

The report will cover the current academic year if there have been any tuition fees for that period. If data is not available for the academic year, you will see the message below.

‘No tuition fee details are available for the selected Academic Year’

- 3) You can view the report for a different academic year, or for specific students only. The options include the academic year, mode of study and course level, and are displayed above the report.

Tuition Fee Summary section

The **Tuition Fee Summary** table shows:

- the total value of tuition fees expected to be paid to you for the selected academic year
- the total number of expected students
- the total number of students associated with temporary courses for the latest report date

Tuition Fee Breakdown section

The **Tuition Fee Breakdown** table shows the breakdown of **Total Value of Fees Expected to be Paid**. It includes the following categories with calculated values and percentages:

- Student Attendance Not Confirmed
- Student Attendance Confirmed (Payments Scheduled)

-
- Students Awaiting Reassessment
 - Blocked Fee Payments
 - Fees Paid

A total of these amounts will also be shown at the bottom of the table.

Overpayments section

The **Overpayments** table includes a row for each academic year where an overpayment has been made to your university or college, as well as the value of this overpayment. The footer of the table will include the message *Overpayment of £X will be deducted from the payment amount scheduled above (where X is the sum of the recovery amounts for all academic years for your university or college).