
Quick guide

Tuition Fee Forecast Report

The Tuition Fee Forecast Report is populated 40 days before the start of term. It shows details of tuition fee payments scheduled to be paid to higher education providers. The report allows you to handle your cash flow more efficiently.

The data is derived from students whose attendance has been confirmed and whose tuition fee payments have been scheduled.

Access

You must hold SIS Report Advisor access on the HE Gateway to access 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 Forecast Report** from the **Financial Reports** sub-menu
- 3) You can choose to view the report for a different academic year, or a specific mode of study

Once you have set the above indicators, select **Display** and the report will be generated.

Payment Forecast Summary Section

This section of the report shows the number of students and corresponding tuition fee amounts for each instalment of each academic year quarter. It will also show the total amount of tuition fees to be paid to you for the academic year you have selected.

Students who have been confirmed as **Not Registered** are included in the **Number of Students Unconfirmed** and **Value of Students Unconfirmed** sections of the report. Where student fees are blocked (due to invalid or missing bank details for example), payments are excluded from the report until they are resolved and become unblocked.