

SF User Group Meeting
June 20, 2007, 9:00 a.m.
Minutes
Recorded by LRSC

In Attendance: BSC, DSU, LRSC, MiSU, NDSU, NDSCS, UND, VCSU

General Agenda Items:

Waivers – see attachment Waivers cannot be set up to affect a certain fee. They would apply to everything. A percentage will only apply to a term fee it is attributed to. Percentage or flat amount will work.

100% Refund Date – Peoplesoft Case 4537941 was distributed. A few things were discovered. Day one is day one. For Term 0810, the last day for a 100% refund is August 29th if Monday is the first day of classes and August 30th if Tuesday is the first day. Check with your Registrar to see which day he/she put.

For 0830, January 17th would be the last day if you start classes on Monday and January 18th if Tuesday is the first day. Notice the calculations do not look at spring break or any other holidays.

In spring semester, there are 11 days available before the refund instead of 10. That is the way the software works. There was discussion on changing the policy to match the system. Karin will try to pull the information together and forward it to Pat Seaworth and have him to respond to us on what needs to happen with this.

There was also discussion on the refund policy in general. Do schools have a problem with the policy and how it applies to short terms. Case by case scenarios can be approved by administration and put into Peoplesoft with Petition Drops or other Drop Reasons.

International Taxable Aid – Margie Eggert, VCSU questioned when International Taxable Aid is charged to the student, when and how often it is submitted to the Federal Government, and is there a form used?

Janet, DSU is currently working with this. International students who have scholarships and waivers that exceed the total cost of tuition, fees, and books are required to pay a “14% scholarship tax” on the excess. The university is required to collect the tax and remit it to the IRS along with their taxpayer ID number. The only scholarship not included is if it is from their own country. She looks in the fall to see awards and remit it late November, early December. She looks at the spring and submits it in late February or early March. She currently has the goal of getting the charges on before the financial awards are distributed, so the charge can be deducted from there.

She currently files a 1042 with the IRS and creates a 1042S for each international student stating the amount of scholarship tax that he/she paid. She will forward the letters to the listserv.

Query NDU_0138_SF and NDU_0139_SF

Everyone should look at query 0138 and 0139 (class fee and course fee query) as soon as possible. The course fee query doesn't seem to be showing the course fees for some colleges but is working for others. The class fee looks fine. Everyone should please look at it as soon as possible.

Third-week Reporting

The Vice Presidents have been discussing third-week reporting. Share any concerns you have regarding third-week reporting with your Vice President.

Next Meeting – Keep July 18 available for the next meeting. Mary will facilitate in Karin's absence.

DR Items:

DR spreadsheet – There is a DR for re: Tuition Fees Report. Wanda had responded to Marie's submission. So this DR may be on its way. Karin will e-mail Marie re: the status of this DR.