

Tip Sheet No.83

Set Tuition Fees

1. Go to Take2 > Student Management > Curriculum
2. Select the Course you wish to set Tuition Fees for
3. Click on Show Course Register Data
4. Click on Maintain Fees
5. Highlight the Tuition or CompCosts fees and Change the Fee Amount (\$) below.

Fee Transaction Amount Maintenance - 001

Define Fee Items | Overview | Close

001 | Hairdressing Skills

Fee	Amount (\$)	Effective From	Updated On
CompCosts	\$2,025	01/01/2018	17/10/2018
Tuition	\$2,982	01/01/2018	17/10/2018

Record: 14 | No Filter | Search

Edit | Cancel | Save

Fee: CompCosts | 001 Compulsory Course Costs

Fee Amount (\$): \$2,025 | Comes into effect from: 01/01/2018

Set Student Support Fees

1. Go to Take2 > Student Management > Enrolments > Fees > Person-Level Fees
2. Define Fee Items
3. Choose a new Select Fee Item
4. Choose the Fee Type Student Services Fees
5. Enter a Code and Description.
6. Click close and you will be asked if you wish to save.
7. You can now enter in the Fee Amount (\$) for the Person-Level fee you entered.