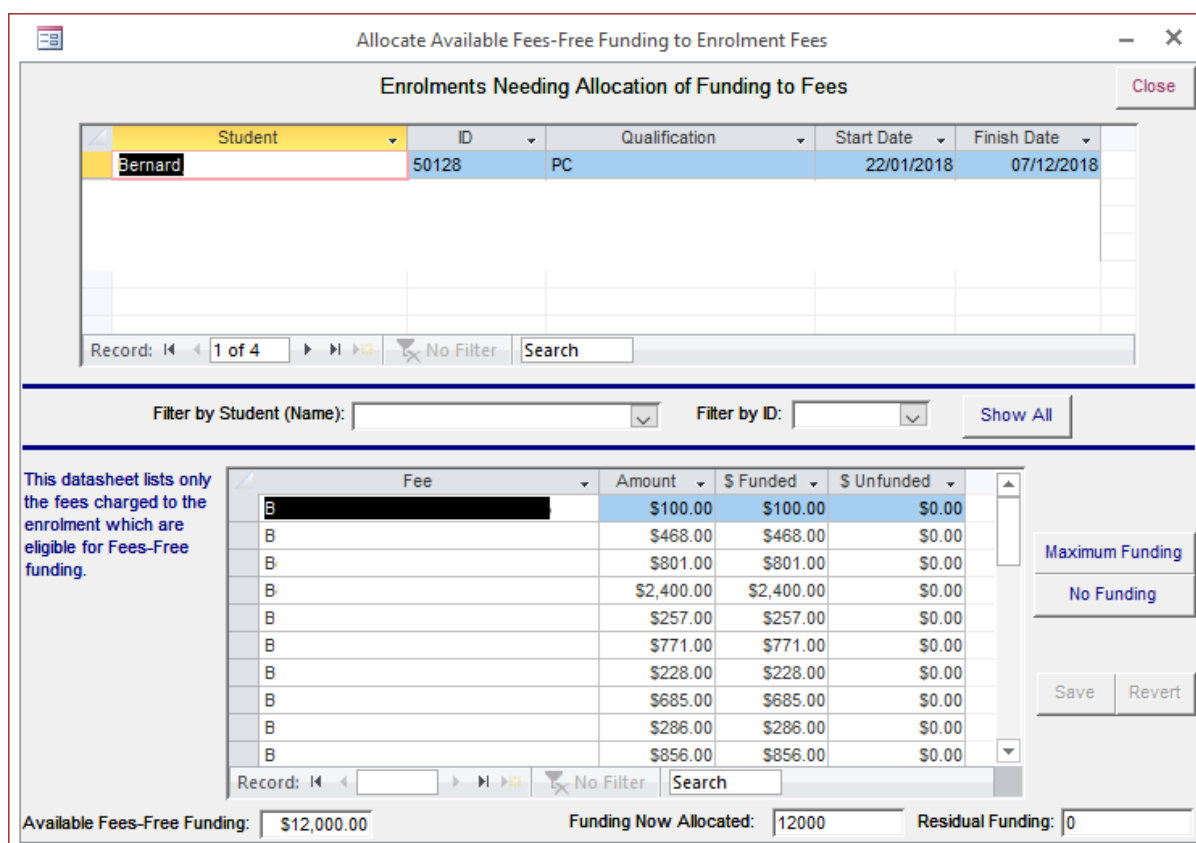


# Tip Sheet No.84

## Allocate Student Fees

Fees Free Eligible students enrolled into fees free courses will automatically have their study fees set against their Fees Free Snapshot (containing their allocated Fees Free Funding amount). In cases where students might not be eligible for enough funding to pay for the courses to which they were enrolled into, you will be prompted to allocated their fees manually.

1. Go to Take2 > Student Management > Enrolments > Fees > Allocate Funding to Fees



**Enrolments Needing Allocation of Funding to Fees**

Student	ID	Qualification	Start Date	Finish Date
Bernard	50128	PC	22/01/2018	07/12/2018

Record: 1 of 4

Filter by Student (Name):  Filter by ID:  Show All

This datasheet lists only the fees charged to the enrolment which are eligible for Fees-Free funding.

Fee	Amount	\$ Funded	\$ Unfunded
B	\$100.00	\$100.00	\$0.00
B	\$468.00	\$468.00	\$0.00
B	\$801.00	\$801.00	\$0.00
B	\$2,400.00	\$2,400.00	\$0.00
B	\$257.00	\$257.00	\$0.00
B	\$771.00	\$771.00	\$0.00
B	\$228.00	\$228.00	\$0.00
B	\$685.00	\$685.00	\$0.00
B	\$286.00	\$286.00	\$0.00
B	\$856.00	\$856.00	\$0.00

Available Fees-Free Funding: \$12,000.00 Funding Now Allocated: 12000 Residual Funding: 0

Student Enrolments requiring Funding Allocation will be listed at the top. Below their different costs will be listed, and under the \$ Funded column you will be able to allocate funding.

2. Click on a Student Enrolment you wish to allocate funding for.
3. Using the \$ Funded column, fill in the amount of the course that is funded, or use the Maximum Funding button to automatically assign as much funding as possible (up to the Fee cost total) to the Fee.
4. Once you have allocated all of the available funding, click on Save to keep the changes made.