

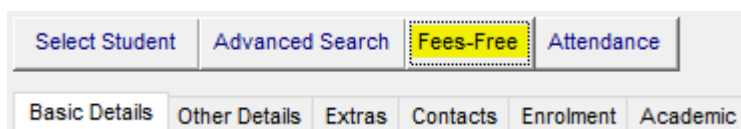
Tip Sheet No.85

Fees-Free Snapshots & Enrolment Fees-Free funding

Fees-Free Snapshots represent a student's Fees-Free Funding details. These can be added using the Fees-Free Import process, or manually using the Fees-Free button available from the Student Form.

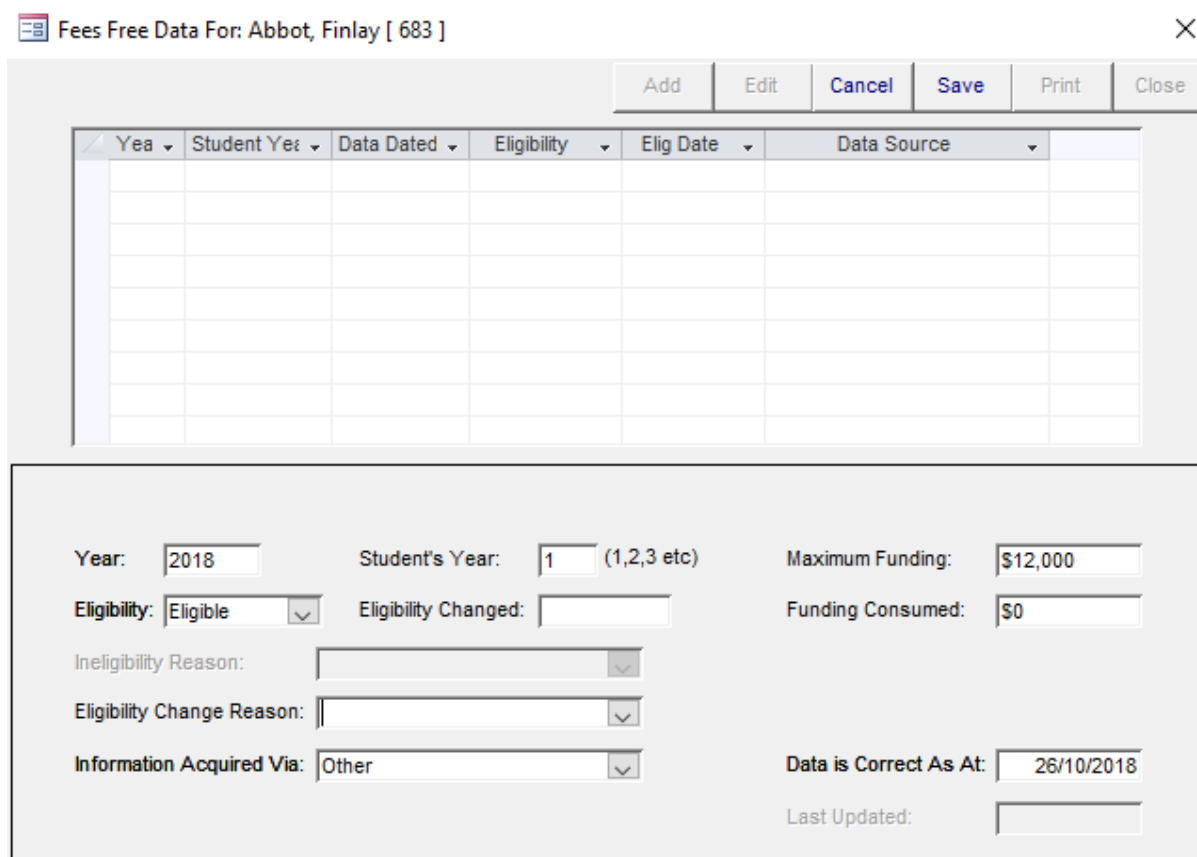
View and Edit Fees-Free Snapshots

1. Search and select a Student from the Student Management menu.
2. On the selected student's Student Form, click the Fees-Free button.



The screenshot shows a navigation bar with buttons for 'Select Student', 'Advanced Search', 'Fees-Free' (highlighted in yellow), and 'Attendance'. Below this is a secondary bar with buttons for 'Basic Details', 'Other Details', 'Extras', 'Contacts', 'Enrolment', and 'Academic'.

3. This will open the Fees-Free Data menu, which will allow you to create, edit, or view snapshot details.



The screenshot shows the 'Fees Free Data For: Abbot, Finlay [683]' window. At the top right is a close button (X). Below the title bar are buttons for 'Add', 'Edit', 'Cancel', 'Save', 'Print', and 'Close'. The main area contains a table with the following columns: 'Yea', 'Student Year', 'Data Dated', 'Eligibility', 'Elig Date', and 'Data Source'. Below the table is a form with the following fields:

- Year:
- Student's Year: (1,2,3 etc)
- Maximum Funding:
- Eligibility: (dropdown)
- Eligibility Changed:
- Funding Consumed:
- Ineligibility Reason:
- Eligibility Change Reason:
- Information Acquired Via: (dropdown)
- Data is Correct As At:
- Last Updated:

You can still import Fees-Free eligibility information into Take2 in the same ways you did previously, but they will now be created as Snapshots. Please refer to Tip Sheet-75: FeesFree Student Status Check for details on how to do this.

Fees-Free Snapshots & Enrolment Data

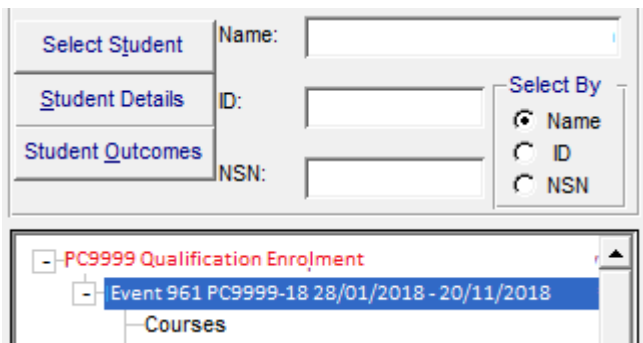
An enrolment is considered as being Fees-Free, if a student is eligible for Fees-Free funding, and a Fees-Free snapshot for the student is linked to the data for that enrolment. The Linked Fees-Free Snapshot will be greyed out where there is no Fees-Free Snapshot linked to the enrolment.

Linking Fees-Free Snapshots to Enrolments

A given student can have multiple Fees-Free Snapshots entered in Take2, but only one of these snapshots can be linked to any one of that student’s enrolments at a time (by default this should be the latest Fees-Free Snapshot for the enrolment year).

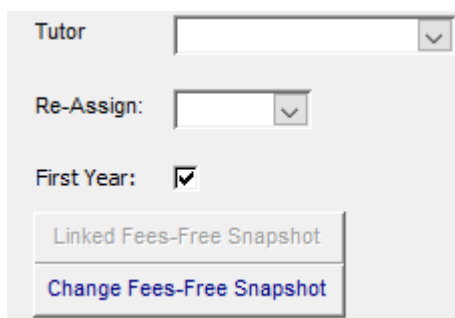
In cases where you need to change the Fees-Free Snapshot linked to an enrolment follow the below steps:

1. Enter a student’s Enrolment Details form.
2. Highlight the student’s Enrolment event.



(the enrolment event would normally have a blue font, but is highlighted in blue with a white font above)

3. Under the General tab on the right, you should have the options Linked Fees-Free Snapshot and Change Fees-Free Snapshot available as buttons. If the Linked Fees-Free Snapshot button is greyed out, this would indicate that your enrolment is not linked to any snapshot, and so would not be considered Fees-Free funded.



4. Click on the Change Fees-Free Snapshot button

Change Enrolment's Fees Free Snapshot



Overview

Close

Student:

Enrolment:

to

Current Fees-Free Snapshot used by this enrolment:

Eligibility: Eligibility Changed:

Information Acquired Via:

Funding Already Used:

Data Correct As At:

Last Updated:

Select the snapshot to use for this enrolment instead of the one above: (highlight row by clicking in the left hand margin)

<input type="checkbox"/>	Data Dated	Eligibility	Elig Date	Funding Used	Data Source	Updated On
<input checked="" type="checkbox"/>	16/01/2019	Not Known		\$0	Online Tool	17/01/2019
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Change Snapshot

- Highlight the Fees-Free Snapshot record you would like to change to (by left clicking on the square directly to the left of the Data Created date)
- Click the Change Snapshot button and proceed through the prompts.