Entering Student Waivers

Introduction: GSU waives out-of-state tuition, in-state tuition and/or fees for a limited, select group of students who meet certain qualifications depending on the type of waiver.

Policy Clarifications: Indication of a student’s exemption must be entered on two different forms within Banner:

- Student General Form – SGASTDN
- Exemption Person Authorization Form – TSAEXPP

The Student General Form includes a “Residence” field that must be changed to the proper residency code to indicate a student has an exemption.

The exemption code and student IDs are entered on the TSAEXPP form. The exemption code generates a credit on a student’s account for the appropriate exemption amount.

Procedures Overview: The following procedures are covered in this unit:

- Entering Student Residency Code
- Entering Student Exemptions
- Deleting Student Exemptions
- Viewing Student Exemptions
- Viewing Academic Standing and Courses
Unit 1: Entering Student Residency Code

Objectives: In this unit you will learn how to:

➢ Enter or change the Residence Code for a student.

1. Access the SGASTDN form in Banner.

2. Make sure the New Term is the term that is effective for the Residence status entered.

3. If you are entering Residence status for a future term, you must enter the future term in the New Term field. To enter the New Term, insert a new record by clicking on Record Insert. Then you must duplicate the record by clicking on Record duplicate.

4. To change the Residence code, enter the desired code. If you don’t know the code, click on the down arrow Search button next to the Residence field. A window displays with a list of valid codes.
5. Select the appropriate Residence Code from the list by double-clicking on the code that matches the type of waiver. The code selected will automatically fill into the Residence field.

For example, if a student is a non-resident and is receiving a Graduate Assistant Waiver, change the residency code to G. This will charge the student non-resident tuition. The exemption (see next section of this document to add exemptions) credits the student’s account, reducing tuition to the resident rate. Do not change the residency code to ‘R’ to charge the resident tuition rate.

6. Click the Save icon (first from the left).
Unit 2: Entering Student Waivers

Objectives: In this unit you will learn how to:

- Enter a waiver for students on Banner

1. Access the TSAEXPP form in Banner.

2. Enter the applicable exemption code or click on the search icon beside the field to see a list from which to select. *(When using TSAEXPT, following the same instruction for step 2 and 3.)*

3. Enter the term code.

4. Next block and put the cursor in the ID field. *(When using TSAEXPT, next block four times to get to the Person Authorization form.)*

5. Enter the ID numbers of the students who are eligible for the selected waiver or click the flashlight over the ID field to search for a student.

6. Do not change the Roll field. Doing so gives the student a different Roll status than that established for the exemption.

7. The Priority field allows for multiple exemptions per term. This field is optional.

8. Entering an expiration term will establish a different expiration term for the student than the expiration term on the exemption. This field is optional.

9. The Max Amt field is the maximum amount covered by the exemption for the student. This field is optional.

10. Click the Save icon frequently while entering students, at minimum after filling a screen.
Unit 3: Deleting Student Waivers

Objectives: In this unit you will learn how to:

➢ Remove students from waivers

1. Access the TSAEXPP form in Banner.
2. Enter the applicable exemption code or click on the search icon beside the field to see a list from which to select. (When using TSAEXPT, following the same instruction for step 2 and 3.)
3. Enter the term code.
4. Next block and put the cursor in the ID field.
5. Place a D in the Del field beside the student who should not receive the waiver.

6. Click the Save icon.
Unit 4: Viewing Student Waivers

Objectives: In this unit you will learn how to:

- Determine if a student has a waiver, by researching the waiver or by researching an individual student.

To determine which students have a waiver added to their account:

1. Access the TSIEXPT form in Banner.
2. Enter an Exemption Code or click on the search icon beside the field for a list of exemption codes.
3. Next block to view a list of students who have the exemption code selected.
To research an individual student:

4. Access the TSAAREV form in Banner. Waivers appear as a line item on the form. The amount of the waiver is displayed in the payment column of the form and is deducted from the “Amount Due” at the bottom. The student on the next page has credits posted for a Non-resident Graduate Waiver, in the amounts of $1634.00 and $564.00 (the transactions on this account are not realistic and are shown only as an example).

5. OR go TSIAUTH - View Exemptions/Contracts History Form to view the term, waiver and date added to the account.
Unit 5: Viewing Academic Standing and Courses

Objectives: In this unit you will learn how to:

- View academic standing for a student
- View courses a student is taking

1. The Term Sequence Course History Form displays information such as academic standing and GPA for a student. Access SHATERM, enter the student’s ID and Level and Next Block to display this information. The term and level for the student can be changed to view previous semesters.
2. The Registration Query Form displays the courses a student is enrolled in and the total number of credit hours. Assess SFAREGQ, enter the Term and the student’s ID and Next block to display this information.