

**Factors affecting Tuition Calculation process**

In cases of incorrect fee posted by automatic tuition calculation, the class teacher or school finance officer can take the following steps to rectify and recalculate the appropriate fee amount.

**Listed below are the factors affecting Tuition Fee Calculation**

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## 1. Student Program/Plan (Active in Program status)

- Students need to be active in program for tuition fees to be calculated. Navigate to **Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan**. (Note: Access to this navigation depends on the role user is assigned to. Refer to online help: [http://help.ineis.moe.gov.bn/sr/sr\\_1.15.php](http://help.ineis.moe.gov.bn/sr/sr_1.15.php))
- In the **Find an Existing Value** tab, enter the **Student ID** and select the relevant **Academic Career** as shown below.

### Student Program/Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

▼ Search Criteria

ID:	begins with ▼	100001357
Academic Career:	= ▼	Secondary School ▼
Student Career Nbr:	= ▼	0
Birth Certificate ID:	begins with ▼	
National ID:	begins with ▼	
Last Name:	begins with ▼	
First Name:	begins with ▼	

Include History  Correct History  Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

- In the Student Program tab, Click on the Correct History button. There is existing record displaying that the student is **'Active in Program'** as of **21/10/2014** and admitted in Term 1440.

**Student Program** **Student Plan** **Student Sub-Plan** **Student Attributes** **Student Certificates** **Student Details**

MUHAMMAD SYAFIQ SHAHRUDDIN BIN PUSPAWARI 100001357

Academic Career: Secondary School [Career Requirement Term](#) Student Career Nbr: 0

Find | View All First 2 of 2 Last

<b>Status:</b>	Active in Program	Effective Sequence:	0
<b>*Effective Date:</b>	21/10/2014	<b>Action Date:</b>	21/10/2014
<b>*Program Action:</b>	MATR Matriculation	<b>Joint Prog Appr:</b>	<input type="checkbox"/>
<b>Action Reason:</b>			
<b>*Academic Institution:</b>	MOE01 Ministry of Education, Brunei		
<b>*Academic Program:</b>	SCCCR Common Curriculum		
<b>*Admit Term:</b>	1440 1440	<b>Admissions</b>	
<b>Requirement Term:</b>	1440 1440	<input type="checkbox"/> From Application	
<b>Expected Grad Term:</b>		Application Nbr:	0
<b>Last Updated On:</b>	21/10/2014 9:12:32AM	Application Program Nbr:	0
<b>By:</b>	MOE_DATA_MASTER	<b>*Campus:</b>	3014 SMSUA
		<b>*Academic Load:</b>	Full-Time

**Save** **Return to Search** **Notify** **Refresh** **Add** **Update/Display** **Include History** **Correct History**

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Certificates](#) | [Student Details](#)

Note: The effective date of student to be active in program should be before the Academic Calendar Term Start Date.

Based on the above example, this student is Active in Program as of 21/10/2014. Now, compare this effective date with the Term Start Date in which the Tuition Fee is calculated for. (e.g. If you want to calculate tuition fee for term 1510, search for term start date of 1510.)

d. To search for the Term Start Date, navigate to **Main Menu > Set Up SACR > Foundation Tables > Term Setup > Term/Session Table**. (Note: Access to this navigation depends on the role user is assigned to. Refer to online help: [http://help.ineis.moe.gov.bn/ao/ao\\_2.2.php](http://help.ineis.moe.gov.bn/ao/ao_2.2.php))

e. In the Find an Existing Value, enter value **MOE01** into the Academic Institution field and the relevant Academic Career. In this example, we enter 'Secondary' in the Academic Career. Click on the Search button.

**Term/Session Table**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

**Search Criteria**

Academic Institution: = MOE01

Academic Career: begins with SECS

Term: begins with

Description: begins with

Short Description: begins with

Term Begin Date: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

f. A list of terms will be shown categorized by the Academic Career you have specified. In this example, we are looking at tuition fee calculation for term 1510, select Term 1510 row.

**Term/Session Table**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

**Search Criteria**

Academic Institution: = MOE01

Academic Career: begins with SECS

Term: begins with

Description: begins with

Short Description: begins with

Term Begin Date: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

**Search Results**

Academic Institution	Academic Career	Term	Description	Short Description	Term Begin Date
MOE01	SECS	1510	Academic Year 2015 Term 1	1510	05/01/2015
MOE01	SECS	1440	Academic Year 2014 Term 4	1440	29/09/2014
MOE01	SECS	1430	Academic Year 2014 Term 3	1430	23/06/2014

Find an Existing Value | Add a New Value

g. For term 1510, Secondary school, the term begins on **05/01/2015** and ends on **26/03/2015**. Hence, for tuition fees to be calculated, the student needs to be active in the student program/plan as seen in step (c). In this example, the student is Active in Program as of

21/10/2014. Hence, the effective date is before the Term 1510 start date, thus, the setup for this student in the Student program/plan in step (c) is correct.

Term Table   Session Table   Session Time Periods   Integration Dating

Academic Institution: MOE01 Ministry of Education, Brunei  
 Academic Career: SECS Secondary School  
 Term: 1510 Academic Year 2015 Term 1

\*Description: Academic Year 2015 Term 1  
 Short Description: 1510  
 \*Term Category: Regular Term

**\*Term Begin Date: 05/01/2015   \*Ending Date: 26/03/2015**

\*Academic Year: 2015  
 \*Holiday Schedule: BRUNEI Brunei Holiday Schedule  
 Default Session Code:  
 \*Weeks of Instruction: 24  
 \*Transcript Date Print: Do Not Print Any Dates  
 \*Sixty Percent Point in Time: 20/03/2015  
 Use Dynamic Class Dates:  
 \*Max Program Effdt for Term: 26/03/2015

Display in Self-Service		
	Begin Date	End Date
*Enrollment & Shopping Cart	05/01/2015	26/03/2015
*Student Planner	05/01/2015	26/03/2015
*What-If Report - Advisor	05/01/2015	26/03/2015
*What-If Report - Prematriculated Student	05/01/2015	26/03/2015
*What-If Report - Student	05/01/2015	26/03/2015

Save   Return to Search   Previous in List   Next in List   Notify   Add   Update/Display

## 2. Term Activation

The next factor that affects tuition fee calculation is Term Activation.

- a. Student needs to be term activated before tuition fee is calculated. Navigate to **Main Menu > Records and Enrollment > Student Term Information > Term Activate a Student** (Note: Access to this navigation depends on the role user is assigned to. Refer to online help: [http://help.ineis.moe.gov.bn/ad/ad\\_3.1.php](http://help.ineis.moe.gov.bn/ad/ad_3.1.php))
- b. On the **Find an Existing Value** tab, enter the Student ID into the ID field and click on the Search button.

**Term Activate a Student**  
Enter any information you have and click Search. Leave fields blank

**Find an Existing Value**

**Search Criteria**

ID: begins with 100001357  
Birth Certificate ID: begins with  
National ID: begins with  
Last Name: begins with  
First Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

- c. The next step is to check which term is the student term activated in. In this example below, the student is term activated in **term '1510'**. Thus, term 1510 tuition fees should be calculated for this student since the student is term activated for 1510. We will look at the next factor affecting tuition fee.

**Term Activation** Enrollment Limit Student Session Terms In Residence Term Control Dates External Study

MUHAMMAD SYAFIQ SHAHRUDDIN BIN PUSPAWARI 100001357

Find | View All First 2 of 2 Last

Academic Career: Secondary School

Find | View All First 1 of 2 Last

\*Academic Institution: MOE01 Ministry of Education, Brunei

\*Term: 1510 Semester Activation Date: 05/01/2015

Student Career Nbr: 0 Common Curriculum

Academic Year: 2015

Override All Academic Levels:

Override Projected Level:

Academic Level - Projected: 1st Year

Academic Level - Term Start: 1st Year

Academic Level - Term End: 1st Year

Level Determination: Default

\*Form of Study: Enrollment

Academic Load: Full-Time

\*Billing Career: SECS

Eligible To Enroll:

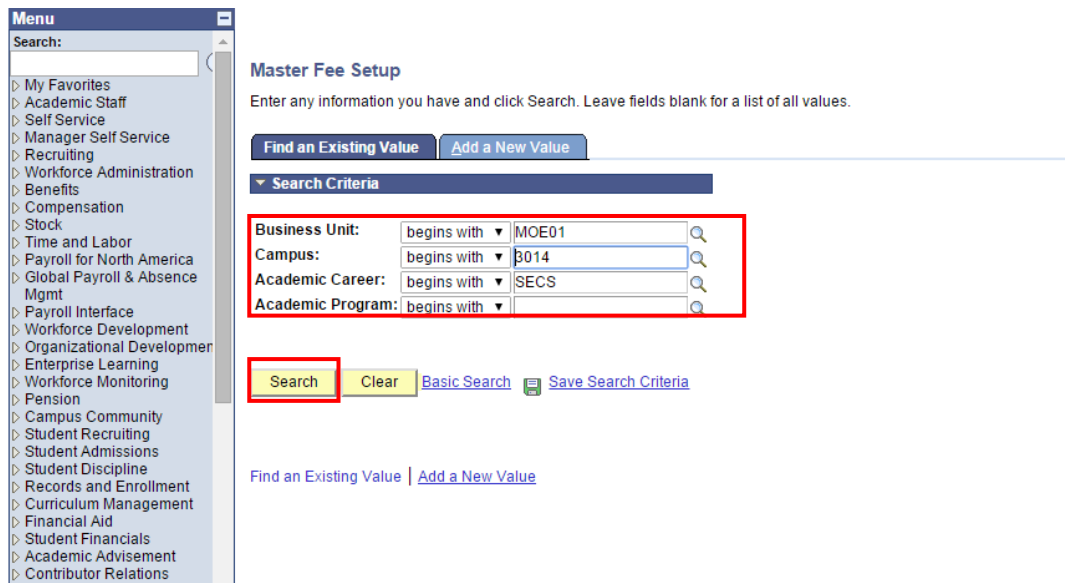
Go to: Calculate Tuition

Save Return to Search Notify

### 3. Master Fee Setup

Setup needs to be configured correctly in the Master Fee Setup page.

- Navigate to **Main Menu > Set Up SACR > Product Related > Student Financials > Tuition and Fees > Master Fee Setup** (Note: Access to this navigation depends on the role user is assigned to. Refer to online help: [http://help.ineis.moe.gov.bn/bi/bi\\_1.1.php](http://help.ineis.moe.gov.bn/bi/bi_1.1.php))
- On the **Find an Existing Value** tab, enter the Business Unit, Campus and Academic Career. In this example, we enter 3014 in Campus field and SECS in Academic Career field. Click on the Search button.



- The Master Fee setup is displayed for this campus as seen below. There are various fees configured based on the different type of fees, citizenship, number of siblings and academic plan.



- d. In the Master Fee Setup page, search for the relevant Fee Type. In this example, you are validating the fee type of 'School Fund'. Click on the 'Find' link and search for 'School fund'.

**Master Fee Setup**

Business Unit: MOE01 Ministry of Education, Brunei Copy Year

Campus: 3014 SM Sayyidina Umar Al-Khattab

Academic Career: SECS Secondary School

Academic Program:

Year: 2015

Find | View All | First 1 of 1 | Last

\*Fee Type: School Fees

\*Citizenship: 3 Permanent Resident

\*Frequency: Monthly

\*Amount: 4.00 BND

Siblings:

From: 9 To 999

Academic Plan:

Academic Plan	Description
1 SAPEDARD	Art and Design
2 SAPEDBSA	Business Administration
3 SAPEDCMP	Creative Media Productions
4 SAPEDHOS	Hospitality
5 SAPEDITU	IT Users

The page at https://system.ineis.moe.gov.bn says:

Enter search string:

School Fund

OK Cancel

- e. The page will search for the Fee Type 'School Fund' and display the relevant page record.

**Master Fee Setup**

Business Unit: MOE01 Ministry of Education, Brunei Copy Year

Campus: 3014 SM Sayyidina Umar Al-Khattab

Academic Career: SECS Secondary School

Academic Program:

Year: 2015

Find | View All | First 25 of 49 | Last

\*Fee Type: School Fund

\*Citizenship: 1 Citizen

\*Frequency: Yearly

\*Amount: 10.00 BND

Siblings:

From: To

Academic Plan:

Academic Plan	Description
1 SCCCRYR7	Year 7
2 SCCCRYR8	Year 8
3 SCSNPYR7	Year 7 (Pre-Voc)
4 SCSNPYR8	Year 8 (Pre-Voc)
5 SSCCRYR7	Year 7

## 4. Citizenship

Citizenship also affects the Tuition Calculation as seen in Master Fee Setup in Step #3. The citizenship type determines the tuition fee amount to be charged. We need to validate the citizenship of the student with the fee amount stated for the citizenship in the Master Fee Setup seen in Step #3.

- a. Navigate to Main Menu > Campus Community > Personal Information (Student) > Identification (Student) > Citizenship > Citizenship and Passport (*Note: Access to this navigation depends on the role user is assigned to. Refer to online help: [http://help.ineis.moe.gov.bn/sr/sr\\_1.10.php](http://help.ineis.moe.gov.bn/sr/sr_1.10.php)*)
- b. In the **Find an Existing Value** tab, enter the Student ID into the Empl ID field and select the Academic Career (e.g. Secondary) and click on Search button.

The screenshot shows the INEIS (Integrated National Education Information System) interface. On the left is a 'Menu' with various options. The main area is titled 'Citizenship and Passport Data' and contains a search form. The 'Find an Existing Value' tab is selected. Under 'Search Criteria', the 'Empl ID' field is set to 'begins with 100001357' and the 'Academic Career' dropdown is set to 'Secondary School'. A red box highlights these two fields. Below them are fields for 'National ID', 'Birth Certificate ID', 'Last Name', and 'First Name', all set to 'begins with'. There is also a 'Case Sensitive' checkbox. At the bottom, a red box highlights the 'Search' button, along with 'Clear', 'Basic Search', and 'Save Search Criteria' options.

- c. The **Citizenship/Passport** page displays the **Citizenship Status** of the Student. In this example, the student is a Citizen.

### Citizenship/Passport

MUHAMMAD SYAFIQ SHAHRUDDIN BIN PUSPAWARI 100001357

The screenshot shows the 'Citizenship/Passport' page for student MUHAMMAD SYAFIQ SHAHRUDDIN BIN PUSPAWARI (ID: 100001357). The page has a header with 'Find | View All | First 1 of 1 | Last'. Below the header, the '\*Country:' is set to 'BRN' (Brunei Darussalam) and the 'Citizenship Status:' dropdown is set to 'Citizen', which is highlighted with a red box. Below this is the 'Passport Information' section, which includes fields for '\*Passport Number:', 'Issue Date:', 'Expiration Date:', 'Country:', 'State:', 'City:', 'Issuing Authority:', and 'Comment:'. At the bottom of the page, there are buttons for 'Save', 'Return to Search', and 'Notify'.



- d. In the Master Fee Setup, step #3e, search for Citizenship = 1 “Citizen” to determine the cost of School Fund for this student.

### Master Fee Setup

Business Unit: MOE01 Ministry of Education, Brunei  
Campus: 3014 SM Sayyidina Umar Al-Khattab  
Academic Career: SECS Secondary School  
Academic Program:

Copy Year

The screenshot shows the Master Fee Setup interface with the following search criteria:

- Year: 2015
- Fee Type: School Fund
- \*Citizenship: 1 Citizen
- \*Frequency: Yearly
- \*Amount: 10.00 BND
- Siblings:
- From:  To:
- Academic Plan:

Academic Plan	Description
1 SCCCRY7	Year 7
2 SCCCRY8	Year 8
3 SCSNPYR7	Year 7 (Pre-Voc)
4 SCSNPYR8	Year 8 (Pre-Voc)
5 SSCCRY7	Year 7

For the above Master Fee Setup, A school fund of \$10 BND is charged yearly for Citizenship with No siblings and for the listed Academic Plans. The ‘Academic Plan’ check box should be checked when the fee amount changes depending on the year the student is studying in.

## 5. Academic Plan

The next step is to check for the student's Academic plan to determine which fee setup does the student belong to.

- Navigate to **Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan**. (Note: Access to this navigation depends on the role user is assigned to. Refer to online help: [http://help.ineis.moe.gov.bn/sr/sr\\_1.15.php](http://help.ineis.moe.gov.bn/sr/sr_1.15.php))
- In the **Find an Existing Value** tab, enter the **Student ID** and select the **relevant Academic Career** as shown below.

### Student Program/Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

▼ **Search Criteria**

ID:	begins with ▼	100001357
Academic Career:	= ▼	Secondary School ▼
Student Career Nbr:	= ▼	0
Birth Certificate ID:	begins with ▼	
National ID:	begins with ▼	
Last Name:	begins with ▼	
First Name:	begins with ▼	

Include History  Correct History  Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

- Click on the **Student Plan** tab to check the current academic plan of the student.

**Student Program** **Student Plan** **Student Sub-Plan** **Student Attributes** **Student Certificates** **Student Details**

MUHAMMAD SYAFIQ SHAHRUDDIN BIN PUSPAWARI 100001357

Academic Career: Secondary School [Career Requirement Term](#) Student Career Nbr: 0

Find | View All First 2 of 2 Last

Status:	Active in Program	
*Effective Date:	21/10/2014	Effective Sequence: 0
*Program Action:	MATR Matriculation	Action Date: 21/10/2014
Action Reason:		Joint Prog Appr: <input type="checkbox"/>
*Academic Institution:	MOE01 Ministry of Education, Brunei	
*Academic Program:	SCCCR Common Curriculum	
*Admit Term:	1440 1440	
Requirement Term:	1440 1440	
Expected Grad Term:		
Last Updated On:	21/10/2014 9:12:32AM	
By:	MOE_DATA_MASTER	

**Admissions**  
 From Application  
Application Nbr:  
Application Program Nbr: 0

\*Campus: 3014 SMSUA  
\*Academic Load: Full-Time

**Save** **Return to Search** **Notify** **Refresh** **Add** **Update/Display** **Include History** **Correct History**

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Certificates](#) | [Student Details](#)

- d. Click on the Student Plan tab to check the current academic plan of the student. In this example, the student is in the 'SCCCRYR8' academic plan.

[Student Program](#) | **[Student Plan](#)** | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Certificates](#) | [Student Details](#)

MUHAMMAD SYAFIQ SHAHRUDDIN BIN PUSPAWARI 100001357

Academic Career: Secondary School Student Career Nbr: 0 Car Req Term:

Find | View All First 1 of 1 Last

Status: Active in Program Admit Term: 1440  
 Effective Date: 01/12/2014 Effective Sequence: 1  
 Program Action: Plan Change Action Date: 02/12/2014  
 Action Reason: Requirement Term: 1440  
 Academic Program: Common Cur

Find | View All First 1 of 1 Last

\*Academic Plan: **SCCCRYR8** Year 8 Secondary + -

\*Plan Sequence: 10 Certificate:  
 \*Declare Date: 01/12/2014 Certificate Status:  
 \*Requirement Term: 1440 1440 Student Certificate Nbr:  
 \*Advisement Status: Include Completion Term:

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display Include History Correct History

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Certificates](#) | [Student Details](#)

- e. The 'SCCCRYR8' academic plan falls within the Master Fee Setup seen below in step 3e.

### Master Fee Setup

Business Unit: MOE01 Ministry of Education, Brunei [Copy Year](#)

Campus: 3014 SM Sayyidina Umar Al-Khattab

Academic Career: SECS Secondary School

Academic Program:

Year: 2015

Find | View All First 1 of 1 Last

\*Fee Type: School Fund + -

\*Citizenship: 1 Citizen

\*Frequency: Yearly

\*Amount: 10.00 BND

Siblings:

From: To

Academic Plan:

Academic Plan	Description		
1 SCCCRR7	Year 7	+ -	
2 SCCCRR8	Year 8	+ -	
3 SCSNPYR7	Year 7 (Pre-Voc)	+ -	
4 SCSNPYR8	Year 8 (Pre-Voc)	+ -	
5 SCCCRR7	Year 7	+ -	

## 6. Siblings

The final step is to check for the Student's siblings, although in this example, the Master Fee Setup for the School Fund for Citizen does not have any criteria for siblings. This step will be necessary if the Siblings checkbox is ticked in the Master Fee Setup page.

- a. Navigate to Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Student Family Details (*Note: Access to this navigation depends on the role user is assigned to. Refer to online help: [http://help.ineis.moe.gov.bn/sr/sr\\_1.7.php](http://help.ineis.moe.gov.bn/sr/sr_1.7.php)*)
- b. In the **Find an Existing Value** tab, enter the Student ID into the Empl ID field and click on Search button.

**Student Family Details**  
Enter any information you have and click Search. Leave fields blank for a list of

**Find an Existing Value**

**Search Criteria**

ID: begins with

Birth Certificate ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Include History  Correct History  Case Sensitive

**Search** Clear Basic Search Save Search Criteria

- c. The Sibling Details section displays the number of siblings for this student. In this example, the student has 7 siblings.

**Menu**  
Search:

- My Favorites
- Academic Staff
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Stock
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Pension
- Campus Community
  - Data Uploading
  - Personal Information
  - Personal Information (Student)
    - Biographical (Student)
      - Addresses/Phones
      - Personal Attributes
        - Ethnicity
        - Languages
        - Religious Preferen
        - Decedent Data
        - Student Data AUS
        - CHESSN Data
        - Communication
        - Preference
        - Notification
        - Reference
        - Student Family Details
      - Student FERPA
      - Relationships
      - Names
      - Emergency Contacts

**Address** Find | View All First 1 of 1 Last

\*Address Type:

\*House/Lot No:

Spg.:

Jln.:

Kmpg.:

District:  Post Code:

**Phone** Find | View All First 1 of 1 Last

\*Phone Type:

\*Phone Nbr.:

**Email** Find | View All First 1 of 1 Last

\*Email Type:

\*Email:

**Sibling Details**

Rank Among Siblings:

\*Name:  Gender:  Birth Date:

Save Return to Search Notify Update/Display Include History Correct History

- d. The student has 7 siblings, however the Master Fee Setup for the tuition fee calculation does not have the siblings criteria.

### Master Fee Setup

Business Unit: MOE01 Ministry of Education, Brunei  
Campus: 3014 SM Sayyidina Umar Al-Khattab  
Academic Career: SECS Secondary School  
Academic Program:

Copy Year

Year: 2015

\*Fee Type: School Fund  
\*Citizenship: 1 Citizen  
\*Frequency: Yearly  
\*Amount: 10.00 BND  
Siblings:   
From: To  
Academic Plan:

Academic Plan	Description
1 SCCCRR7	Year 7
2 SCCCRR8	Year 8
3 SCSNPY7	Year 7 (Pre-Voc)
4 SCSNPY8	Year 8 (Pre-Voc)
5 SSCCRY7	Year 7

This document has discussed all the possible factors affecting fees posted by automatic tuition calculation.

The process for automatic tuition calculation is scheduled to run daily. Should there be any changes made in any of the above factors, the new tuition fee calculation will be posted to the student's account the following day.

To view the fees posted on the student's account:

- Navigate to Main Menu > Student Financials > View Customer Accounts.
- Refer to online help - [http://help.ineis.moe.gov.bn/bi/bi\\_4.2.php](http://help.ineis.moe.gov.bn/bi/bi_4.2.php)