

**THE SHIPLEY SCHOOL**  
**STUDENT BILLING CALENDAR**

06/01/xx	Promote students
06/09/xx	Generate finance charges
06/10/xx	Check Left School, remove bill codes and TRP  Generate Plan C charges: <ul style="list-style-type: none"><li>a. Tuition - 191 (1x charge)</li><li>b. Administration Fee - 10</li><li>c. Installment interest - 0143 (1x charge)</li><li>d. Deposit - 9</li><li>e. Financial Aid - 193 (1x charge)</li><li>f. Student loan - 64</li><li>g. Meal Plan - 201 (1/10 of total charge)</li></ul> Bill Medical plan (Grade 97) (Get list from Judy Anibal)
06/30/xx	Run Aging report for all students; check against General Ledger Post to General Ledger (run pre-posting report first to check for errors) End of Period Processing
06/30/xx	Reconcile aging to accounts receivable
07/09/xx	Generate finance charges
07/10/xx	Generate Plan A charges: <ul style="list-style-type: none"><li>a. Tuition - 1</li><li>b. Financial Aid - 4</li><li>c. Deposit - 7</li><li>d. Student Loan - 62</li><li>e. Tuition discount - enter amounts in code 120; manually change those with finaid or loans; use code 20 for manual transactions</li><li>f. Meal Plan - 201 (Full year)</li></ul> Generate Plan B charges: <ul style="list-style-type: none"><li>a. Tuition - 2</li><li>b. Financial Aid - 5</li><li>c. Deposit - 8</li><li>d. Student Loan - 63</li><li>e. Meal Plan - 201 (60%)</li></ul> Generate Plan C charges: <ul style="list-style-type: none"><li>a. Tuition - 190</li><li>b. Installment interest - 66</li><li>c. Financial Aid - 6</li><li>d. Student loan - 64</li><li>e. Meal Plan - 201 (10%)</li></ul> Generate Tuition Refund Insurance charge - 12

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Generate Tuition Remission charges:

- a. Tuition - 60
- b. Tuition remission - 61
- c. Technology fee - 121 (Get amount from Gil Smith)
- d. Meal Plan - 201 (100%)

07/31/xx      Run Aging report for all students; check against General Ledger  
Post to General Ledger (run pre-posting report first to check for errors)  
End of Period Processing

08/09/xx      Generate finance charges

08/10/xx      Generate Plan C charges:  
a. Tuition - 190  
b. Installment interest - 66  
c. Financial Aid - 6  
d. Student loan - 64  
e. Meal Plan - 201 (1/10 of total charge)

08/31/xx      Remove unused Plan A discounts  
Run Aging report for all students; check against General Ledger  
Post to General Ledger (run pre-posting report first to check for errors)  
End of Period Processing

09/09/xx      Generate finance charges

09/10/xx      Generate Plan C charges:  
a. Tuition - 190  
b. Installment interest - 66  
c. Financial Aid - 6  
d. Student loan - 64  
e. Meal Plan - 201 (1/10 of total charge)

Bill Bus Transportation (Code 98)

\* This should be billed upon receipt of information

Bill Medical plan (Grade 97)

09/30/xx      Prepare Tuition Refund report for Dewar  
Run Aging report for all students; check against General Ledger  
Post to General Ledger (run pre-posting report first to check for errors)  
End of Period Processing

10/09/xx      Generate finance charges

10/10/xx      Generate Plan C charges:  
a. Tuition - 190  
b. Installment interest - 66  
c. Financial Aid - 6  
d. Student loan - 64  
e. Meal Plan - 201 (1/10 of total charge)

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## STUDENT BILLING CALENDAR

10/31/xx	Run Aging report for all students; check against General Ledger Post to General Ledger (run pre-posting report first to check for errors) End of Period Processing Prepare and send tuition refund insurance payment
11/09/xx	Generate finance charges
11/10/xx	Generate Plan C charges: a. Tuition - 190 b. Installment interest - 66 c. Financial Aid - 6 d. Student loan - 64 e. Meal Plan - 201 (1/10 of total charge)
11/30/xx	Run Aging report for all students; check against General Ledger Post to General Ledger (run pre-posting report first to check for errors) End of Period Processing
12/09/xx	Generate finance charges
12/10/xx	Generate Plan C charges: a. Tuition - 190 b. Installment interest - 66 c. Financial Aid - 6 d. Student loan - 64 e. Meal Plan - 201 (1/10 of total charge)  Bill Medical plan (Grade 97)
12/31/xx	Run Aging report for all students; check against General Ledger Post to General Ledger (run pre-posting report first to check for errors) End of Period Processing
01/09/xx	Generate finance charges
01/10/xx	Generate Plan B charges: a. Tuition - 2 b. Financial Aid - 5 c. Student Loan - 63 d. Meal Plan - 201 (40%)  Generate Plan C charges: a. Tuition - 190 b. Installment interest - 66 c. Financial Aid - 6 d. Student loan - 64 e. Meal Plan - 201 (1/10 of total charge)  Bill US and MS Yearbooks  Bill Bus Transportation (Code 98)

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## STUDENT BILLING CALENDAR

01/31/xx	Run Aging report for all students; check against General Ledger Post to General Ledger (run pre-posting report first to check for errors) End of Period Processing
02/01/xx	Create new excel spreadsheet for new contracts; begin entering new students as contract are received; reconcile enrollment to spreadsheet
02/09/xx	Generate finance charges
02/10/xx	Generate Plan C charges: a. Tuition - 190 b. Installment interest - 66 c. Financial Aid - 6 d. Student loan - 64 e. Meal Plan - 201 (1/10 of total charge)
02/28/xx	Run Aging report for all students; check against General Ledger Post to General Ledger (run pre-posting report first to check for errors) End of Period Processing
03/09/xx	Generate finance charges
03/10/xx	Generate Plan C charges: a. Tuition - 190 b. Installment interest - 66 c. Financial Aid - 6 d. Student loan - 64 e. Meal Plan - 201 (1/10 of total charge)  Bill Medical plan (Grade 97)
03/31/xx	Run Aging report for all students; check against General Ledger Post to General Ledger (run pre-posting report first to check for errors) End of Period Processing
04/09/xx	Generate finance charges
04/30/xx	Run Aging report for all students; check against General Ledger Post to General Ledger (run pre-posting report first to check for errors) End of Period Processing
05/09/xx	Generate finance charges
05/15/xx	Copy billing fees to next fiscal year  Update fees for Plans A, B, & C; TRP, Discount, etc... (DOUBLE CHECK ALL FIGURES AFTER CHANGES ARE MADE )  Update student billing queries (change fiscal year)
05/31/xx	Run Aging report for all students; check against General Ledger Post to General Ledger (run pre-posting report first to check for errors) End of Period Processing