

University System for Academic Registry

In this instruction we will show you how to enter fees information (define fees) in OPUS-College. Normally fees will be set on an institution's level, so this should be done by a central admin of OPUS (in some cases however, it might be the Dean of a School/Faculty who does this).

But for our example, we log in as a central administrator.

ATTENTION: the Fees structure and handling in your institution should be registered in the system AFTER THE DEFINITION OF PROGRAMME'S OF STUDY AND BEFORE REGISTERING STUDENTS.

Welcome to Opus

College
Version module: 3.3
Version module database: 3.13

Fee
Version module: 3.3
Version module database: 3.13

Country-n
Version module: 3.3
Version module database: 3.13

Admission
Version module: 3.3
Version module database: 3.13

Scholarship
Version module: 3.3
Version module database: 3.25

Accommodation
Version module: 3.3
Version module database: 3.13

Report
Version module: 3.3
Version module database: 3.12

UNZA
Version module: 3.3
Version module database: 3.18

on config attributes

id: Y

SubjectsToGrade: 5

ationBachelorCutOffPointCreditFemale: 2

ationBachelorCutOffPointCreditMale: 1

ationMasterCutOffPointCreditFemale: 0.5

cntdRegistrationMasterCutOffPointCreditMale: 1

admissionBachelorCutOffPointCreditFemale: 1

admissionBachelorCutOffPointCreditMale: 3

cntdRegistrationBachelorCutOffPointRelativesCreditFemale: 2.5

cntdRegistrationBachelorCutOffPointRelativesCreditMale: 1.5

cntdRegistrationMasterCutOffPointRelativesCreditFemale: 0

cntdRegistrationMasterCutOffPointRelativesCreditMale: 0.5

admissionBachelorCutOffPointRelativesCreditFemale: 0

admissionBachelorCutOffPointRelativesCreditMale: 2

USE_HOSTELBLOCKS: Y

admissionInitialStudyPlanStatus: 1


cntdRegistrationInitialCardinalTimeUnitStatus: 5

useOfSubjectBlocks: N

useOfSubsidies: N

numberOfSubjectsToCountForStudyPlanMark: 0

useOfStudentBalancesGeneration: Y



OPUS
college

User: registry (registry)

ENGLISH (ZM) | ENGLISH | Logout | help |

Fees | Scholarship | Accommodation | Reports | UNZA |

Results | Students | Curriculum | Members | Institutions | Secondary schools | Finance | Admin |

Overview Studies

Overview

First thing to do is to define the fees for the studies. To do so, click here.

College

Version module: 3.3

Version module database: 3.13

Country-module: Zambia

Version module: 3.3

Version module database: 3.24

Admission

Version module: 3.3

Version module database: 3.13

Scholarship

Version module: 3.3

Version module database: 3.25

Accommodation

Version module: 3.3

Version module database: 3.13

Report

Version module: 3.3

Version module database: 3.12

UNZA

Version module: 3.3

Version module database: 3.18

on config attributes

numberOrSubjectsToGrade: 5

cntdRegistrationBachelorCutOffPointCreditFemale: 2

cntdRegistrationBachelorCutOffPointCreditMale: 1

cntdRegistrationMasterCutOffPointCreditFemale: 0.5

cntdRegistrationMasterCutOffPointCreditMale: 1

admissionBachelorCutOffPointCreditFemale: 1

admissionBachelorCutOffPointCreditMale: 3

cntdRegistrationBachelorCutOffPointRelativesCreditFemale: 2.5

cntdRegistrationBachelorCutOffPointRelativesCreditMale: 1.5

cntdRegistrationMasterCutOffPointRelativesCreditFemale: 0

cntdRegistrationMasterCutOffPointRelativesCreditMale: 0.5

admissionBachelorCutOffPointRelativesCreditFemale: 0

admissionBachelorCutOffPointRelativesCreditMale: 2

USE_HOSTELBLOCKS: Y

admissionInitialStudyPlanStatus: 1

cntdRegistrationInitialCardinalTimeUnitStatus: 5

useOfSubjectBlocks: N

useOfSubsidies: N

numberOfSubjectsToCountForStudyPlanMark: 0

useOfStudentBalancesGeneration: Y

Overview of studies for fees

Higher education

UNZA Lusaka

First level unit

Central Registry

Second level unit

-choose-

Central Registry

School of Business

School of Education

School of Mathematics and Computer Sciences

School of Natural Sciences

First choose the School and
Department for which you
want to define the fees.

Second level unit**Id****Name**

Total number of Fees studies: 0 page 0 of 0 1

Overview of studies for fees

Higher education UNZA Lusaka ▼

First level unit School of Mathematics and Computer Scie ▼

Second level unit Department of Computer Sciences ▼

Second level unit	Id	Name	Active
Department of Computer Sciences	1210	Computer Science	yes

Click here to open the Fee registration screen.

Total number of Fees studies: 1 page 1 of 1 1

Click here to open the
Fee registration screen.



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Fees

Fees

Study
Second level unit
Academic field
Date of establishment
Start date
Active

Com
Depa
01/0
01/0
yes

You can define fees on 3 levels:

1. On the level of the Academic year.
2. On the level of the Programme of Study
3. On the level of the individual courses (subjects)

Fees on academic year

Academic year	Fee due	Deadline	Active
			add

Fees on study grade type

Programme of study	Category of study	Study line	Category of fee	Active
				add

Fees on subjects

Courses	Programme of study	Category of study	Final time number	Fee due	Deadline	Active
						add

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Fees

Fees

Study	Computer Science
Second level unit	Department of Computer Sciences
Academic field	
Date of establishment	01/09/2011
Start date	01/01/2012
Active	yes

Fees on academic year

Academic year	Fee due	Deadline	Category
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Fees on study grade type

Programme of study	Category of study	Study time	Fee due	Deadline	Category of fee	Active
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Fees on subjects

Courses	Programme of study	Category of study	Study time	Cardinal time unit number	Fee due	Deadline	Active
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Let's start with the fees on the level of the Academic year. Click on the "add" button to start.



add

add

[back to overview](#) > [Computer Science](#) > > **add/edit Fees**

edit

Fee

Category	<input type="text" value="-choose-"/>
Deadline	<div> <div>day</div> <div>month</div> <div>year</div> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> </div>
Fee due	<input type="text" value="0.0"/>
Number of installments	<input type="text" value="0"/>
Local student discount percentage	<input type="text" value="0"/>
Academic year	<input type="text" value="-choose-"/>
Active	<input type="text" value="yes"/>

Submit

The valid date for

You can define various types (categories) of fees.

For each category you can define the end date up to which the fee can be paid (Deadline), the amount of the fee (Fee due), the possible number of installments, possible discount percentage for local students and the academic year the fee applies to.

Follow the self-explanatory example to see how it works.

[back to overview](#) > [Computer Science](#) > > **add/edit Fees**[edit](#)**Fee**

Category	<div><div>-choose-</div><div><div>Admission - Initial Application</div><div>Examinations</div><div>Housing / Accomodation</div><div>Insurance / Caution</div><div>Medical</div><div>Recreations</div><div>Registration</div><div>Tuition</div></div></div>
Deadline	
Fee due	
Number of installments	
Local student discount percentage	<div>0</div>
Academic year	<div>-choose-</div>
Active	<div>yes</div>
<div>Submit</div>	

The valid date f

List of possible categories of fees (of course to be defined by the institution).

[back to overview](#) > [Computer Science](#) > > **add/edit Fees**

edit

Fee

Category	<input type="text" value="Tuition"/>
Deadline	<div>day month year</div> <div><input type="text" value="01"/> <input type="text" value="02"/> <input type="text" value="2013"/></div>
Fee due	<input type="text" value="500.0"/>
Number of installments	<input type="text" value="2"/>
Local student discount percentage	<input type="text" value="5"/>
Academic year	<input type="text" value="2013"/>
Active	<input type="text" value="yes"/>

The valid date format is dd-MM-yyyy

After filling in the fields
on the screen, click on
Submit to save.

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Fees

Fees

Study Computer Science
Second level unit Department of Computer Sciences
Academic field
Date of establishment 01/09/2011
Start date 01/2012
Active

The fee information
is now listed.

Fees on academic year

add

Academic year	Fee due	Deadline	Category of fee	Active
(2013)	<u>500.00</u>	01/02/2013	Tuition	Y



Fees on study grade type

Programme of study	Category of study	Study time	Fee due	D
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add

Fees on subjects

Courses	Programme of study	Category of study	Study time	Cardinal time unit number	Fee due	Deadline	Active
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add

Now let's add a fee on the "Programme of Study" level. This is done exactly the same way as on the Academic Year level.

[back to overview](#) > [Computer Science](#) > > add/edit Fees

edit

Fee

Category	Registration
Deadline	<div> <div>day</div> <div>month</div> <div>year</div> </div> <div> <div>01</div> <div>03</div> <div>2013</div> </div>
Fee due	250.0
Number of installments	2
Tuition waiver discount percentage	5
Fulltime student discount percentage	5
Local student discount percentage	5
Continued registration discount percentage	5
Master discount percentage	0
Programme of study	Computer Science, (2013) Bachelor of science, regular pro...
Active	yes

The valid date format is dd-MM-yyyy

cannot be empty

is not a valid number

is not a valid number

is not a valid id

Submit

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Fees

Fees

Study	Computer Science
Second level unit	Department of Computer Sciences
Academic field	
Date of establishment	01/09/2011
Start date	01/01/2012
Active	yes

Fees on academic year

Academic year	Fee due	Deadline	under the Programme of study it applies to.
(2013)	<u>500.00</u>	01/	

The fee information is now listed under the Programme of study it applies to.

Fees on study grade type

Programme of study	Category of study	Study time	Fee due	Deadline	Category of fee	Active		
Bachelor of science (2013)	regular programme	Daytime	250.00	01/03/2013	Registration	Y		 

Fees on subjects

Courses	Programme of study	Category of study	Study time	Cardinal time unit number	Fee due	Deadline	Active
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Fees

Fees

Study Computer Science
Second level unit Department of Computer Sciences
Academic field
Date of establishment 01/09/2011
Start date 01/01/2012
Active yes

Fees on academic year

add

Academic year	Fee due	Deadline	Category of fee	Active				
(2013)	<u>500.00</u>	01/02/2013	Tuition	Y				

Fees on study grade type

add

Programme of study	Category of study	Study time	Fee due	Deadline				
Bachelor of science (2013)	regular programme	Daytime	<u>250.00</u>	01/06/2013	Tuition	Y		

Fees on subjects

add

Courses	Programme of study	Category of study	Study time	Cardinal time unit number	Fee due	Deadline	Active	
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Let's add a second type of fee on the Programme of Study level.

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Category	<input type="text" value="Examinations"/>
Deadline	<div>day month year</div> <div><input type="text" value="01"/><input type="text" value="06"/><input type="text" value="2013"/></div>
Fee due	<input type="text" value="100.0"/>
Number of installments	<input type="text" value="2"/>
Tuition waiver discount percentage	<input type="text" value="0"/>
Fulltime student discount percentage	<input type="text" value="0"/>
Local student discount percentage	<input type="text" value="0"/>
Continued registration discount percentage	<input type="text" value="0"/>
Master discount percentage	<input type="text" value="0"/>
Programme of study	<input type="text" value="Computer Science ,(2013) ,Bachelor of science, regular prog"/>
Active	<input type="text" value="yes"/>

The valid date format is dd-MM-yyyy

is not a valid number

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Fees

Fees

Study Computer Science
Second level unit Department of Computer Sciences
Academic field
Date of establishment 01/09/2011
Start date 01/01/2012
Active yes

Fees on academic year

add

Academic year	Fee due	Deadline	Category of fee	Active				
(2013)	500.00	01/02/2013	Tuition	Y				 

Fees on study grade type

add

Programme of study	Category of study	Study time	Fee due	Deadline	Category of fee	Active		
Bachelor of science (2013)	regular programme	Daytime	250.00	01/06/2013	Tuition	Y		 
Bachelor of science (2013)	regular programme	Daytime	100.00	01/06/2013	Examinations	Y		 

Fees on subjects

add

Courses	Programme of study	Category of study	Study time	Cardinal time unit number	Fee due	Deadline	Active	
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Fees

Fees

Study Computer Science
Second level unit Department of Computer Sciences
Academic field
Date of establishment 01/09/2011
Start date 01/01/2012
Active yes

Fees on academic year

Academic year	Fee due	Deadline	Category of fee	Active
(2013)	500.00	01/02/2013	Tuition	Y

And let's add a second one
on the Academic Year level
as well

add

Fees on study grade type

Programme of study	Category of study	Study time	Fee due	Deadline	Category of fee	Active
Bachelor of science (2013)	regular programme	Daytime	250.00	01/06/2013	Tuition	Y
Bachelor of science (2013)	regular programme	Daytime	100.00	01/06/2013	Examinations	Y

add

Fees on subjects

Courses	Programme of study	Category of study	Study time	Cardinal time unit number	Fee due	Deadline	Active
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add

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Fees



Fees

Study Computer Science
Second level unit Department of Comp
Academic field
Date of establishment 01/09/2011
Start date 01/01/2012
Active yes

Now we have some fees defined on both Academic Year and Programme of Study level. This fee information will automatically be added to a student's record upon admission and registration.

Fees on academic year

add

Academic year	Fee due	Deadline	Category of fee	Active				
(2013)	500.00	01/02/2013	Tuition	Y				
(2013)	100.00	01/04/2013	Insurance / Caution	Y				
								
								

Fees on study grade type

add

Programme of study	Category of study	Study time	Fee due	Deadline	Category of fee	Active		
Bachelor of science (2013)	regular programme	Daytime	250.00	01/06/2013	Tuition	Y		
Bachelor of science (2013)	regular programme	Daytime	100.00	01/06/2013	Examinations	Y		
								
								

Fees on subjects

add

Courses	Programme of study	Category of study	Study time	Cardinal time unit number	Fee due	Deadline	Active	
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