
Payment Priority: Application of Payments to Student Accounts

PURPOSE

This document will clearly define the payment priority sequence related to the collection of both tuition and non-tuition fees at New Brunswick Community College (NBCC).

SCOPE AND LIMITATIONS

This guideline applies to the application of payments to student accounts:

- Related to all NBCC instructional and administrative charges; and,
- Related to students at each of NBCC's delivery sites.

1.0 DEFINITIONS

Payment Overall Priority

- Defines exactly which Charge Items are eligible for payment from a particular Payment Item based on the age/due dates of the Charge Item, i.e. Payments may be applied to charges from various time periods in an established order.

Charge Priority Rules

- Defines exactly which Charge Item Types are eligible for a particular Payment Item Type¹ such that when a particular Payment Item Type (i.e. payment) occurs, it is applied in a specific order to each eligible Charge Item Type (i.e. charge) on the student account. This generally occurs when payment(s) are applied to charges which have the exact same age/due dates.

SIMS

- Student Information Management System is an enterprise-wide system used to record student charges and payments (among other data).

PS	Post Secondary
SE	Secondary Education
CNED	Continuing Education
NBCCSU	New Brunswick Community College Student Union
NSF	Non-Sufficient Funds
Tec	Technology
Lap	Laptop
SNB	Service New Brunswick
MSC and MISC	Miscellaneous

¹ By the use of SIMS Tree Nodes

2.0 IMPLEMENTATION

Financial transactions begin with the application process and end with the application of student payments to charges made on such accounts.

When multiple student charges appear on a student account with different ages/due dates, the Payment Overall Priority is initially applied, a payment may be applied according to the Payment Overall Priority rules.

3.0 PAYMENT OVERALL PRIORITY

- Charges from the oldest term are paid first;
- When the terms are the same, charges with the oldest due date are paid first;
- When the term and due dates are the same, the Charge Priority Rule(s) associated with the Payment Item Type is used.

4.0 CHARGE PRIORITY RULES (SIMS v9.0: NBCC – ALLNEW2)

When multiple student charges appear on a student account with the same age/due dates, and the Payment Overall Priority no longer applies, a payment may be paid according to the Charge Priority Rules using a “General” Payment Item type.

- Priority 1 = Interest, late and NSF fees;
- Priority 2 = Conversion Fees
- Priority 3 = Health and Dental Fees
- Priority 4 = Tuition (PS, SE & CNED)
- Priority 5 = MSC (TEC, LAP)
- Priority 6 = MISC (Program-specific Fees; HST; NBCCSU)
- Priority 7 = Payment Plan
- Priority 8 = Refund Administration Fee
- Priority 9 = Write-Offs
- Priority 10 = Old item types (i.e. charges) from SIMS v8.9 .

5.0 EXCEPTIONS

Payment Item Types have been created which do not reflect a “General” payment on the student account. Some Payment Item Types must be specifically applied to application or confirmation fees and International Student Guard (health and dental coverage).

Where students cannot be admitted into programs without paying application fees and the health and dental coverage, a specific Payment Item Type (designated 700000000010 CAS SNB Payment) has been setup with a Charge Priority Rule of SNBPMT so as to allow payments made through Service New Brunswick. These Payment Item Types can only be applied to application fees, health, and dental coverage. The money cannot be used to pay off other fees which students may have on their account even though the Payment Overall Priority would normally apply a payment to charges with an older date.

6.0 MAINTENANCE OF THE PAYMENT PRIORITY

Charge Priority Rules (i.e. payment priorities) must be developed and updated in consultation with the Office of the Registrar, Student Services and Team Finance.

Team Finance shall document the effect of such development and updates.

The Office of the Registrar and/or Student Services shall update SIMS such that documented Payment Priority is reflected properly on student accounts.

7.0 REFERENCE DOCUMENTS:

[Understanding Charge Priority and Payment Overall Priority Rules](#) (SIMS Team site)