

Early Exit Award - High Level Process Summary:

Step 1

Student wishes to take Early Exit Award

Step 2

Student contacts School

Step 3

School update Student Record

****Note: Please do not complete the Student Record until the Batch Tuition Calc Process has been run by Accounts Receivable (AR)**

IMPORTANT TO NOTE: If the Student Record is completed and closed out prior to the Batch Tuition Calc Process being run, this results in AR not being able to run the process and will therefore require MSDI admin access to update the financials on the record which will delay the whole process and add an unnecessary layer to the process

Step 4

School pass to AR via an Ivanti Request to Run tuition calculation process, via selecting the appropriate category selection

Step 5

AR run the Batch Tuition Calc Process, then refund any credit balance.

Step 6

AR return the Ivanti to the School to complete the student