

Overview:


Kuali Coeus (KC) Budget has been pre-loaded with the current **Monthly** Institute rate for **Tuition** costs that must be included in the budget when Students are included in the proposed budget.

This current enhancement provides the ability to:

1. Select the **monthly** Institute set rate for **Tuition** (*rate representing 50% allowed to be charged to the Sponsor*).
2. Multiply the **Tuition** rate times the number of months for which it's being requested and times the number individuals from whom it's being requested.

The following KC Cost Elements/Object Codes are set up with the pre-defined Tuition Institute rate:

- **Tuition – Other – Not MTDC** (422311)
- **Tuition – RA – Not MTDC** (422310)

 **Note:** Since MIT subsidizes 50% of the Academic year tuition; the rate loaded in the KC Budget represents 50% of the monthly tuition cost allowed to be charged to the Sponsor.

Procedure:

Adding Tuition Costs to Budget

1. While in the Budget, navigate to the **Non-Personnel Cost** section and click on the **Assign Non-Personnel...** button.

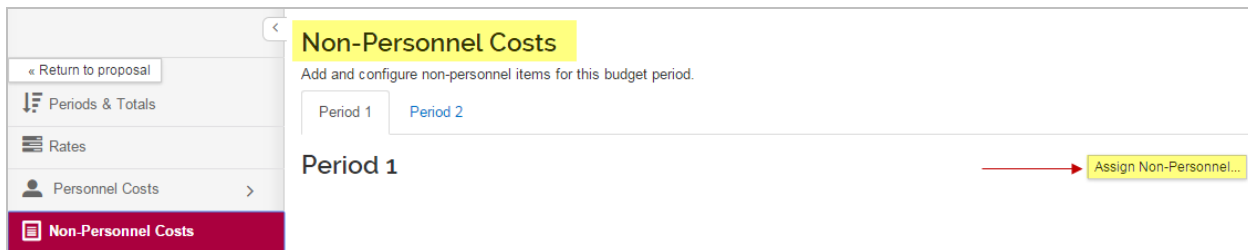


Figure 1 – Project Personnel Subpanel

2. In the **Add Assigned Non-Personnel** window that opens:
 - a. Select the applicable **Category** from the **Category** drop-down (the category that the Tuition Cost Element falls under).
 - b. Select the applicable **Cost Element** from the **Object Code** drop-down: either **Tuition – Other – Not MTDC** or **Tuition – RA – Not MTDC**.
 - c. Click the **Add Non-Personnel Item to 1** button.

Add Assigned Non-Personnel

Category Type: Other Direct

Category: Other Operating Expenses

Object Code Name: * Tuition - RA - Not MTDC

Total Base Cost: 0.00

Quantity:

Description:

[Add Non-Personnel Item to 1](#) [Cancel](#)

Figure 2 – Tuition

Note: Leave the **Total Base Cost** field at **0.00**. The Cost field will be populated automatically by KC when you complete the steps outlined below.

- The Tuition Cost Element is added to the **Non-Personnel** screen, click the **Details** button for this item.

Non-Personnel Costs

Add and configure non-personnel items for this budget period.

Period 1

Period 1 [Assign Non-Personnel...](#)

Description	Description	Quantity	Total Base Cost	Actions
Other Direct				
Tuition - RA - Not MTDC			0.00	Details

Figure 3 – Details Button for Tuition Cost Element

The **Edit Assigned Non-Personnel** window will open.

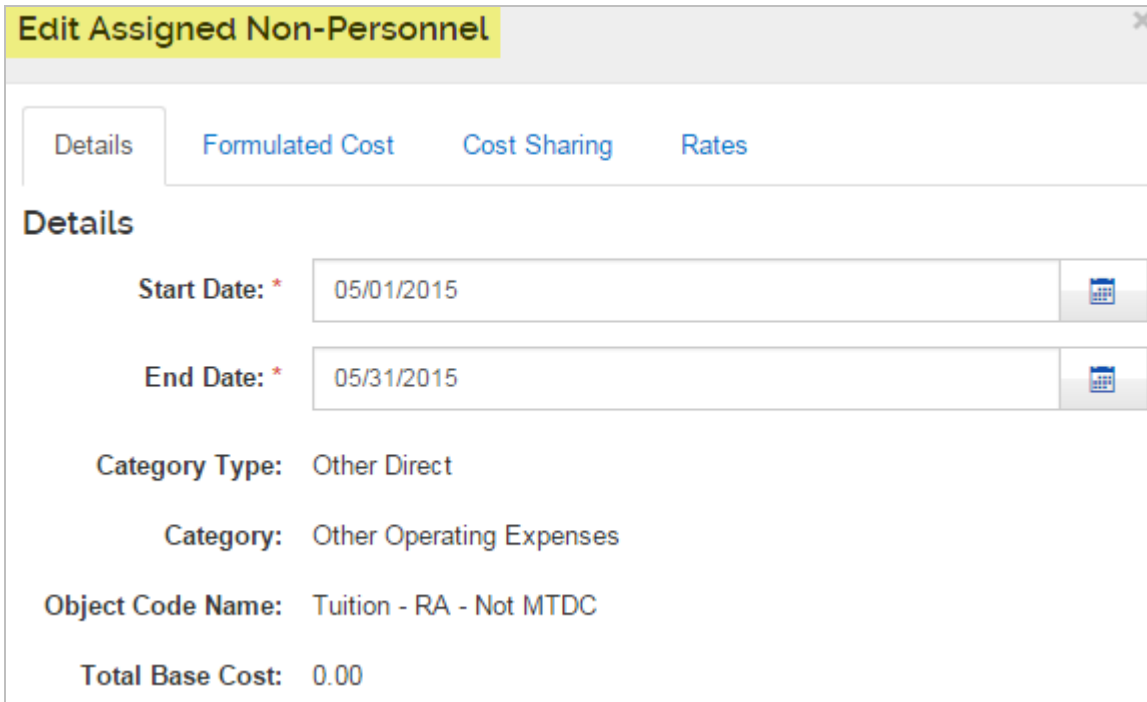


Figure 4 – Edit Assigned Non-Personnel Window

4. In the **Edit Assigned Non-Personnel** window, click on the **Formulated Cost** tab and then click the **+Add Formulated Cost** button.

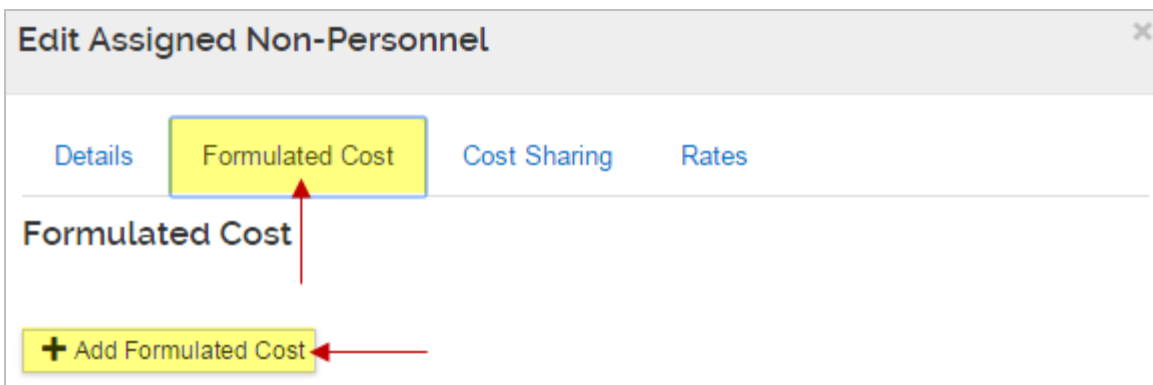


Figure 5 – Formulated Cost Tab

Add Formulated Cost window will open.

Add Formulated Cost [X]

Formulated Type: * select ▼

Unit Cost: * 0.00

Count: * 0

Frequency: * 0

Cancel Add Formulated Cost

Figure 6 – Add Formulated Cost Window

5. From the **Formulated Type** drop-down, select the option available: **Tuition**.

Add Formulated Cost [X]

Formulated Type: * select ▼

Unit Cost: * select
Tuition

Figure 7 – Formulated Type Selection

Once selected, the **Unit Cost** will automatically populate with the appropriate amount.

Add Formulated Cost [X]

Formulated Type: * Tuition ▼

Unit Cost: * 2577.78 ←

Figure 8 – Unit Cost Automatically Populated

Note: The **Unit Cost** number represent the **50%** of the current Fiscal Year's **monthly tuition rate** that can be charged to the Sponsor. This rate will be updated yearly, as the memo announcing new FY rates is published.



Note: In those cases where the **Unit Cost** automatically populates is incorrect or not the amount you want to use, you can also **manually overwrite the amount**.

To do so, simple click in the **Unit Cost** field, delete the populated amount, and enter the amount you want to use.

Edit Formulated Cost [X]

Formulated Type: *
Tuition

Unit Cost: *
3000

Then complete the remaining fields per the instructions below.

6. Complete the remaining fields as required based on the following instructions:
 - a. **Count** field – enter the number of individuals you want to budget the tuition cost for. *For example, if you have 2 RAs included in your budget, you would enter 2 in the **Count** field.*
 - b. **Frequency** field – enter number of months that you are requesting the tuition cost for during the Budget Period you are adding the cost to (e.g. Period 1). *For example, if you are requesting the tuition for the entire academic year during Period 1, you would enter 9 in the **Frequency** field.*
 - c. Click the **Add Formulated Cost** button.

Add Formulated Cost [X]

Formulated Type: * Tuition

Unit Cost: * 2577.78

Count: * 2

Frequency: * 9

Cancel Add Formulated Cost

Figure 9 – Count and Frequency

The **Tuition** calculated cost will be added to the **Formulated Cost** tab.

Formulated Cost

[+ Add Formulated Cost](#)

Formulated Type	Unit Cost	Count	Frequency	Calculated Expenses	Actions
Tuition	2577.78	2	9	46400.04	Details

Figure 10 – Added Tuition Cost

Note: KC performs the following calculation to arrive at the **Calculated Expenses**:

$$\text{Unit Cost} \times \text{Count} \times \text{Frequency}$$

You can also use the to **remove** the added cost and the **Details** button to display the **Add Formulate Cost** window and update the details for the added line (e.g. update Count and/or Frequency).

- In the Edit Assigned Non-Personnel window, click the **Save Changes** button to save the information entered, and to return to the **Non-Personnel Costs** screen.

Note: In the **Non-Personnel Costs** screen, you will notice the **Total Base Cost** for the Tuition Cost Element added, automatically update with the **Calculated Expenses**.

Non-Personnel Costs

Add and configure non-personnel items for this budget period.

Period 1

Period 1 [Assign Non-Personnel...](#)

Description	Description	Quantity	Total Base Cost	Actions
Other Direct				
Tuition - RA - Not MTDC			46400.04	Details

Figure 11 – Total Base Cost Automatically Updated

Getting Help

For questions or problems using this Kualo Coeus Quick Reference Card, email the Support Team at kc-help@mit.edu.

Include your **Name**, **Contact Information**, and the **questions** you have and or **difficulties** you are experiencing.