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)

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.

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.

**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.
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.

3. The Tuition Cost Element is added to the **Non-Personnel** screen, click the **Details** button for this item.
The **Edit Assigned Non-Personnel** window will open.

![Edit Assigned Non-Personnel Window](image)

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

![Formulated Cost Tab](image)

**Add Formulated Cost** window will open.
5. From the **Formulated Type** drop-down, select the option available: **Tuition**.

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

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**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.

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.

Figure 9 – Count and Frequency
The **Tuition** calculated cost will be added to the **Formulated Cost** tab.

![Formulated Cost Table](image)

**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 \(\text{Details}\) button to display the **Add Formulate Cost** window and update the details for the added line (e.g. update Count and/or Frequency).

7. 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**.

![Total Base Cost Updated](image)

**Figure 11 – Total Base Cost Automatically Updated**
For questions or problems using this Kuali 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.