

Student Business Services/College or Division Memorandum of Understanding on Tuition, Waivers and Payments (TWAPMTS)

_____ (FAMIS College/Div. Name)
FY 2016/2017

Processing Inter-TAMU Departmental Payments for Students.

Background

- EIS created a student AR form in COMPASS per the request of Student Business Services (SBS), College Business Deans and TAMU Divisions to facilitate the processing of Inter-TAMU departmental payments.
- Authorized users will have TWAPMTS update and query access to both the Contract Tab and Exemption tab.
- COMPASS Form TWAPMTS will be used by TAMU departments to post contract payments to student accounts that will cover student tuition or tuition and required fee charges.
- This form will allow users to post exemption payments for the assistantship waiver.
- Authorized Users will be able to find details of payments on TWAPMTS, however will not be able to update payments after the 12th class day fall/spring terms and after add/drop week during second summer session.
- Reports will be available daily through Howdy via ePrint (Compass Reports) regarding payments that have been processed on the TWAPMTS form.
 - Reports include pwt_029, pwt_036, and pwt_184.
- FAMIS accounts will be restricted in the COMPASS Contract Tab based on the FAMIS college/division code and departmental code located on FAMIS screen 006.
- FAMIS accounts will be provided by The Systems Office per authorized ranges reviewed by Financial Management Operations. The account file will be updated daily. New accounts will show up in the account file the next business day.
- **A signed MOU between Student Business Services and the Business Assistant Dean or TAMU Division will be required in order for departmental users to access the TWAPMTS form.**

SBS Responsibilities

- SBS will use a third party clearing account through a COMPASS detail code to apply student contract payments.
- Each term SBS will conduct an audit of student accounts that have multiple contract payments, audit for priorities and non-Inter-TAMU payments.
- SBS will use an Inter-Departmental Transfer (IDT) process, to move payments from the department's FAMIS account authorized using TWAPMTS, after the 20th class day.
- SBS will provide student payment information securely to Business Assistant Deans or TAMU Divisions after the 20th class day, fall/spring terms and 4th class day during second summer session, with CORE receipt number.
- **SBS will use this signed MOU to verify if the Tuition, Waivers & Payments (TWAPMTS) Form signature matches the Business Assistant Dean or TAMU Division.** A list of approved signers will be provided, published online for user information.
- SBS will review the MOU between Student Business Services and the Business Assistant Dean or TAMU Division annually. MOUs will be updated when necessary and new signatures will be requested.

Department Responsibilities/College Assistant Business Dean/TAMU Division

- **Departmental users must have access to Compass prior to requesting access to TWAPMTS.**
- ***Departmental users must complete the Tuition, Waivers & Payment (TWAPMTS) Form Course – Course #2111620 in TrainTraq prior to requesting access.***
- Departmental users that need access to “TWAPMTS” will need to request access from their PAA. The PAA will complete the Tuition, Waivers & Payments (TWAPMTS) Form (found in Howdy), the Business Assistant Deans or TAMU Division will need to sign the form to grant access to departmental users, and then the PAA will send the form along with the TrainTraq transcript (showing completion of Tuition, Waivers & Payments (TWAPMTS) Form Course – Course #2111620) to twapmts@tamuedu.
- Departmental users may report FAMIS account issues to twapmts@tamuedu or other designated email address.
- Departments may trace CORE receipt numbers back to COMPASS and FAMIS using student payment information provided by SBS.
- Business Assistant Deans or TAMU Divisions will need to notify EIS at eis-security@tamuedu when users change job positions.
- Assistant Business Deans or TAMU Divisions must notify Student Business Services by emailing twapmts@tamuedu when a FAMIS Departmental Code is added or changed in FAMIS.
- Departmental users may email twapmts@tamuedu with processing issues or questions about TWAPMTS.
- The user will acknowledge by signing the Tuition, Waivers, and Payments (TWAPMTS) Form, that they will be granted authority by their Business Assistant Deans or Authorized signers, to process student contract and assistantship waiver payments on behalf of their department. Security access will be granted based on the college/division codes and primary department codes used in FAMIS.
- By signing the Tuition, Waivers & Payments (TWAPMTS) Form, Business Assistant Deans or Authorized signers acknowledge that they will grant FAMIS account signature authority to users to process student contract payments using the combination of FAMIS college/division codes and primary department codes through the COMPASS TWAPMTS Form. Users will have access to process assistantship waivers using the TWAPMTS Exemption tab.

_____	_____	_____
Print Name/ Title Student Business Services	Authorized Signature	Date

_____	_____	_____
Print Name/Title Assistant Business Dean TAMU College/Division	Authorized Signature	Date

_____	_____	_____
Print Name/Title Designated Alternate TAMU College/Division	Designated Alternate Signature	Date