

Sentral Finance – Student subsidies



Key highlights

Why use this feature?

Allocate subsidy amounts to a fee when a payment has been made on behalf of a student to assist with education costs.

Subsidies do not impact balances on a Contact's Statement of Account.

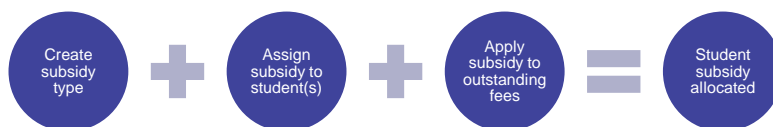
What this feature offers

Summary view of unallocated amounts per student

Ability to capture amounts per student

Ability to allocate outstanding fees from Subsidies – across students within a family if required

Ability to receipt various payment methods



Create subsidy type

1. Go to Finance module | Finance Setup.
2. Select Fee Structures | Subsidy Types from the left menu.
3. Select Add Subsidy Type.
 - o Enter a name for the subsidy, e.g. Scholarship.
 - o Select associated fee types.
 - o Application – typically Student.
 - o Select Save.

Assign subsidy to students

1. Go to Finance module | Subsidies | Subsidies.
2. Select Add New Subsidy.
3. Select the subsidy type being allocated against one or more students.
The Academic Period defaults to the current year.
4. Enter the subsidy amount.
5. Select an option for Subsidy Received:
 - o Yes – if the school has received funds
 - o No – if funds are outstanding.
6. Select students to allocate the subsidy against.
7. Select Save.

Allocate subsidy to outstanding fees

1. Go to Finance module | Subsidies | Subsidies.



Note: You can also allocate a subsidy credit to a fee via the Receive Payment screen.

2. Under Filters on the right:
 - o Use filter options to search for the student.
 - o Select Apply Filter.
3. For the selected student:
4. Select Allocate to Outstanding Fees.
All available fees (in a family) to allocate the subsidy credit against display.



Note: You can apply Subsidy credit to another student in the same family.

5. Enter the amount of the subsidy to apply to the fee via the Allocated Amount.



Note: The allocation of the subsidy will reduce the value of the fee and appear as a payment from the subsidy on the Statement of Account.

6. Once you've completed all allocations, select Allocate.

Next steps

1. (Optional) View the student's subsidy balance.
2. Select the student's name link.
The Student Overview screen displays.
3. Under Student Overview in the left menu, select Subsidies.

More information?

[Finance User Guide](#)