Oracle Fusion Cloud Student Management

How do I keep student residency information accurate for tuition and compliance?

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Get Help

Get Help

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Chapter 1
Introduction

1 Introduction

Understand Residency Status and Its Impact

Residency status classifies a student as in-state, out-of-state, or international based on rules set by the institution or state. It's crucial because it directly affects tuition costs, eligibility for benefits (such as scholarships or fee waivers) and ensures compliance with state and federal regulations while promoting fairness across students.

As an administrator or a registrar, you assign the residency status during the enrolment and registration process. You can review documentation, apply residency rules, and update records in Student Management Cloud to ensure students are assigned the correct status for accurate tuition billing and compliance tracking.

Understand Residency Exceptions and Their Impact

Residency exceptions are adjustments made when a student's situation doesn't fit standard residency rules. Exceptions can be made for military reasons, dependent status, or institutional agreements. Correctly applying exceptions is crucial because it ensures correct tuition fees, benefits eligibility, and compliance with regulations.

As an administrator or registrar, you apply exceptions during enrolment or record updates when standard rules don't apply. This involves reviewing documentation, confirming eligibility, and updating the student's classification in Student Management Cloud.

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Chapter 2
Add Lookup Values

2 Add Lookup Values

Lookups enable institutions to define and manage their own lists of values. These values appear as options in the application that users can select, ensuring users choose from entries that match the institution's specific requirements.

Here's how:

1. On the Home page, click profile.
2. Click the **Setup and Maintenance link**.
3. Click **Tasks** and search for the **Manage Student Management Lookups**.
4. Click the **Manage Student Management Lookups** link to open the task.
5. In the **Lookup Type** field, search for residency-related lookup codes.
   - `ORA_HEY_RESIDENCY_CODE` (Residency Status)
   - `ORA_HEY_RESIDENCY_EXCP_CODE` (Residency Exception)
   - `ORA_HEY_RESIDENCY_EXC_PURPOSE` (Residency Exception)
6. Select the relevant lookup type to open it.
7. In the **Lookup Codes** section, click **+ (Add Row)**.
8. Provide the following details:
   - Lookup Code: Unique code (for example, INTL for International, INST for In-State).
   - Display Sequence: Sequence that determines the order in which the lookup appears on the list.
   - Meaning: User-friendly label shown on the UI (for example, *International*).
   - Description: Optional longer description.
   - Start Date: Effective start date.
   - End Date: Leave blank if still valid.
9. Set **Enabled** to **Yes**.
10. Save your changes.

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Chapter 3
Configure a Student's Residency Status

3 Configure a Student's Residency Status

When a new student is admitted or an existing student's residency status changes (for example, from international to permanent resident), you can assign multiple residency statuses.

If a student's residency changes mid-semester, both statuses are stored with their respective effective dates.

The purpose of adding multiple residency statuses is to ensure:

- **Correct tuition and fee calculation.** Residency status directly impacts tuition, such as in-state versus out-of-state. Multiple statuses allow correct billing for each term.

- **Scholarship and aid eligibility.** Some aid programs depend on residency classification. Storing multiple statuses ensures correct eligibility checks.

- **Regulatory compliance.** Immigration status and residency affect reporting requirements to state and federal agencies.

- **Accuracy in transitions.** Students often change residency during their academic journey (for example, international → permanent resident → citizen). Multiple statuses preserve accuracy without overwriting past data.

In scenarios whereresidency status changes (example, international → permanent resident), it may also **trigger SEVIS reporting requirements.** This makes accurate tracking of multiple residency statuses critical.

Here's an example of how you can record the change in residency for an active student. This example shows how you set the student's initial residency status as "In State," and then add another record to indicate that the residency has changed to "International."

Here's an example of how you can record the change in residency for an active student. This example shows how you set the student's initial residency status as "In State," and then add another record to indicate that the residency has changed to "International."

1. From Student Central, search for **Residency Information**.
2. Search for and select an active student.
3. Select the **In-state** residency type.
4. Set the effective **Start Date** to today's date and select the **No End Date** checkbox.
5. Click **Save**.

   The In-State residency type is now applied with a *Current* residency status for the student.
6. Click the **In-state** residency type link.
7. Click the **Duplicate** icon.

   A prompt appears to set an **End Date** for the existing record. Since the first record had no end date, the application automatically assigns today's date as the end date.
8. Click **Yes**.

   The new record will display a **Start Date** of the following day. However, you can edit the start date.
9. Provide the **End Date** you want this second record to reflect.
10. Select the residency type to **International**.
11. (Optional) Add comments to the record.
12. Click **Save** to apply the second residency status to the student's record.

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On the student's landing page, you will now see two residency records:

- **In-State**: Marked as *Current*, with an end date of today.

- **International**: Marked as *Future-dated*, with a start date beginning tomorrow.

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Chapter 4
Configure a Residency Exception for a Student

4 Configure a Residency Exception for a Student

You can add multiple residency exceptions when:

- A **new student** qualifies for an exception at admission (for example, military dependent).
- An **existing student's status changes** mid-term (for example, from international → permanent resident).
- A student qualifies for **special aid programs** tied to residency.
- A student's **residency exception expires,** and a new one must be added.
- **Regulatory or compliance updates** require tracking both current and historical residency exceptions.

The purpose of adding multiple residency exceptions is to ensure:

- **Correct tuition and fee adjustments.** Residency exceptions allow institutions to **correctly bill students** based on specific eligibility (for example, in-state tuition for veterans, refugees, or exchange agreements).
- **Scholarship and aid eligibility.** Certain **financial aid programs** are tied to residency exceptions. For example, a student classified as out-of-state may still receive in-state aid through a documented exception.
- **Regulatory compliance.** Federal and state reporting often requires accurate tracking of **residency exceptions** (for example, SEVIS reporting for international students, state audits for tuition discounts).
- **Accuracy across transitions.** A student may transition across multiple statuses (for example, international → permanent resident → citizen). Exceptions ensure the **historical record remains intact** without overwriting previous statuses.
- **Audit and transparency.** Multiple exceptions allow **clear audit trails**, showing why a student paid a certain tuition rate or qualified for specific aid at a given time.
  Here's how:
  a. From Student Central, search for **Residency Information**.
  b. Search for and select an active student profile.
  c. Select the appropriate **Residency Type** such as, In-state, Out-of-State, International that applies to the student.
  d. Specify the effective start and end date for when the residency status should apply.
     These dates ensure tuition, benefits, and compliance calculations reflect the correct period.
  e. Select one or more **Residency Exceptions** such as Military Service, Dependent Status, or Institutional Agreements.
     - A student may qualify for both *Military Service* (waiving out-of-state fees) and an *Institutional Agreement* (granting additional benefits). Applying both exceptions ensure the student receives all applicable considerations.
     - Remember that multiple exceptions can be configured if more than one condition is relevant to the student. And exceptions override standard residency rules to ensure eligibility, tuition, or benefits are accurately applied.
  f. (Optional) Add comments to the record noting the basis or documents received, such as, "DD-214 on file; MoU #AG-2025; dependency affidavit verified."

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      g. Save the record.

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Chapter 5
Manage Comments on Residency Records

5 Manage Comments on Residency Records

After you've added residency information, you can add comments to give extra context or details. Use comments to explain why a residency type was chosen, reference policies, or note which supporting documents were provided.

You can also edit, delete, or reply to comments whenever updates are needed.

This example shows how comments create an audit trail for residency decisions.

1. From Student Central, search for **Residency Information**.
2. Search for and select an active student.
3. Select an active residency record **(In-State**, effective **20-Aug-2025 → 31-Dec-2025**).
4. Click the **Comments** icon.

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Chapter 5
Manage Comments on Residency Records

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Chapter 6
View an Audit History of a Student's Residency Record

6 View an Audit History of a Student's Residency Record

You can look up the full history of a student's residency record. This helps you understand how their residency status has changed over time and why.

Understanding the change is critical for ensuring accurate tuition rates, benefits eligibility, and compliance reporting.

1. From Student Central, search for **Residency Information**.
2. Search for and select an active student profile that contains residency history.
3. Click a residency type link to view its details, including residency type, effective start and end dates, and any residency exceptions.
4. Click the Actions Menu → **Audit.**

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