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**Cc:** [SFSupport](#); [Dani Bundy](#); [Jamie Traugott](#); [Christine McMullin](#); [Ana Ybarra](#); [Kyrsten Catlin](#)  
**Subject:** SFRA UAT Update  
**Date:** Friday, March 7, 2025 11:24:37 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image004.png](#)

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Thank you for attending this week's Student Financial Responsibility Agreement (SFRA) UAT Q&A session. The State Board continues to review and discuss the ideas, questions, and concerns raised.

Below are important updates:

### Key Updates

- **General Student Communication Template**

A draft student communication outlining the SFRA template *and* sample text for a local SFRA webpage has been added to the [QRG resources](#) for your institution's consideration. To access it, visit **SFRA QRG > Resources > Student SFRA Communications Template/Info**.

- **SFRA Year Start Adjustment**

Based on college feedback and internal discussions, the *SFRA year* will now begin in the **summer term instead of the fall term**. This change will be implemented in the production environment, so please consider its impact when testing in PCD.

- **SFRA Excluded Populations**

In accordance with the Revised Code of Washington (RCWs) and the federal regulations encompassed by the Student Financial Responsibility Agreement (SFRA), SBCTC affirms that only specific student populations are excluded from the SFRA requirements. The current exclusion list includes:

- Students under the age of 18
- Running Start students
- Students enrolled 100% in Basic Education for Adults (BEA) programs
- Open Doors students
- Department of Corrections (DOC) students
- Continuing Education (CNED) students

As outlined in the applicable regulations, the SFRA extends beyond tuition and fees to encompass all charges that a student may incur at their institution. It is the responsibility of the student to acknowledge and accept financial responsibility for all potential charges as part of their enrollment. SBCTC will conduct an annual review of the SFRA structure and exclusion list to ensure alignment with evolving system changes, policies, and regulatory updates.

- **Refinements to Excluded Populations**

Based on feedback from UAT sessions, the **SFA mass assign job** will be updated to improve the accuracy of excluded populations:

- **BEDA** – The **TS program plan stack** has been added to ensure broader inclusion.
- **Open Door Students** – **SHS2, SHS3, SHS4 student groups** have been added.

### QRG Updates

- **UAT Q&A**
  - The **3/3 session document** is now available for review, while the **3/5 session chats** are still under review.
- **UAT Survey**
  - The survey will be sent in the coming weeks and will include questions on **process understanding, language and configuration validation, go-live term/date selection**, and a section for specific comments or concerns.
- **Recording Links**
  - Presentation video recordings are now available under **Resources > Presentation Video Recordings** in the QRG.
- **Mass Assigning Service Indicators**
  - By request, we have added information on **mass assigning service indicators** under the **Resources** section of the SFRA. A link to the QRG can be found under the **Mass Assign Service Indicators** dropdown.

We appreciate your continued engagement and feedback throughout this process. Please reach out to the [SFSUPPORT@SBCTC.EDU](mailto:SFSUPPORT@SBCTC.EDU) with any questions or concerns during testing.

-Your State Board Team

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**From:** Brandon Reed  
**Sent:** Tuesday, March 4, 2025 4:39 PM  
**Subject:** SFRA testing in PCD \*\*update\*\*

Link to QRG/few extra notes added below\*\*\*

The State Board SF Team invites you to test the SFRA in the PCD environment.

### **Completed Configuration in the PCD Environment:**

- **Mass Assign and Release Jobs:** These jobs will apply SFA service indicators to term-activated students for the summer and fall terms.
  - Runs in PCD at **5:00 PM and 6:30 PM (Mon-Fri)** through the end of the month, respectively.
- **Batch Assign and Agreement Completion Jobs:** These jobs facilitate testing for the printed SFRA form (BFA service indicators).
  - Runs in PCD at **5:30 PM and 6:00 PM (Mon-Fri)** through the end of the month, respectively.

### **Important Notes:**

- When active in the production environment, the SFRA SFA service indicator start date for each term will align with the *First Date to Enroll* as listed in the term session table.
- For PCD testing purposes through the remainder of the month, to simulate the student experience, update that student's SFA service indicator start date to the current date, only then will the "student" be able to see the hold in self-service.
- **\*\*\***Consider term activating students in PCD for the summer & fall terms to increase the testing population.
- Ensure that all staff participating in testing have the necessary access to assign and release the SFA & BFC service indicators.

### **Suggested Testing Activities:**

#### **1. Simulating the Student Experience of Accepting SFRA**

- Identify test students using query **CTC\_SR\_SERVICE\_INDICATOR** (search for SFA service indicators).
- Update *the SFA service indicator start date to the current date*
- Reset the student's password
- Log in as a student
- Navigate to the **"To Do" tile** to review and accept the SFRA.
- Confirm that:
  - The **hold has been removed**.
  - The **completed agreement is visible** in the student's *To Do* list.

#### **2. Testing Manual Entry of the Printed SFRA Form (for students registering outside of ctclink)**

- Identify test students using query **CTC\_SR\_SERVICE\_INDICATOR** (search for SFA service indicators).
- Manually enter the **BFC service indicator** for summer or fall terms (**no start date needed**).
- Test releasing the SFA service indicator (manual & automated)
  - Release the SFA service indicator in the *Manage Service Indicators* page.

AND/OR

- The next day - confirm that the batch job successfully releases the SFA hold.
  - Log in as the student to verify that the **SFRA now appears as a completed item** in their *To Do* list in self-service.

### 3. Running & Reviewing Queries

- **QCS\_SF\_SFRA\_SIGN\_STATUS** - Displays students who have agreed to the SFRA.
- **QCS\_SF\_SFRA\_EXCEPTIONS** - Lists students **without** the SFA service indicator and their exception reason. **\*\*\*access restored**

### **Support & Next Steps**

- **\*\*\*A 2<sup>nd</sup>** UAT Q&A session will be held tomorrow at 1pm (extended an hour) [Join Session](#).
- Please direct any SFRA functionality testing questions to [SFSUPPORT@SBCTC.EDU](mailto:SFSUPPORT@SBCTC.EDU).
- For additional information, refer to [the Reference Center QRG: Student Financial Responsibility Agreement](#).
- The State Board Testing Team will send a UAT follow-up survey to collect comments, confirm college SFRA activation dates, ***and if any delay to Production will be requested.***

Thank you for your continued engagement *and grace* during this involved process.

-Your State Board Student Financials Team

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