

Post Tuition Fees with Parent Portal Enrollments

Last Modified on 01/14/2021 10:48 am EST



Permissions control the ability for your Users to see certain data and take specific actions. Before moving forward review [User Permissions for Posting Tuition Fees](#)

When your organization is utilizing the [Parent Portal](#), and you allow parents to enroll their children in classes through their portal, you have the option to automatically post the tuition fees for those classes to the family's account.

The fees posted will include any [discounts](#) or [prorating](#) you offer based on your Tuition Settings. The calculation also takes into consideration any existing enrollments in the family record, and will use that information when applying multi-class and multi-student discounts.



With portal enrollments, no tuition fees will be posted to families with a current [Family Fixed Fee](#) or [Student Fixed Fee](#). The parent is notified that your staff will be reviewing the account and your organization receives a confirmation which advises that a Fixed Fee may need to be updated.

Required Settings

There are several settings (Parent Portal and tuition) that must be defined before you can post tuition fees with Parent Portal enrollments.

From the **Tools** (menu) > **Parent Portal** > **Settings** (tab):

- Activate the Parent Portal

Activate Portal ☒

- Display classes and enrollment options

Display the following:

- ☒ Transactions [?](#)
- ☒ Students [?](#)
- ☒ Classes [?](#)
- ☒ Enroll [?](#)
- ☒ Event Registration [?](#)


- Allow parents to enroll students

Class Enrollment Settings

Enroll Students ☒

From the **Tools** (menu) > **Edit Settings** > **Tuition Settings** > [Tuition Fee Settings](#)

- Manage how and when tuition fees are posted

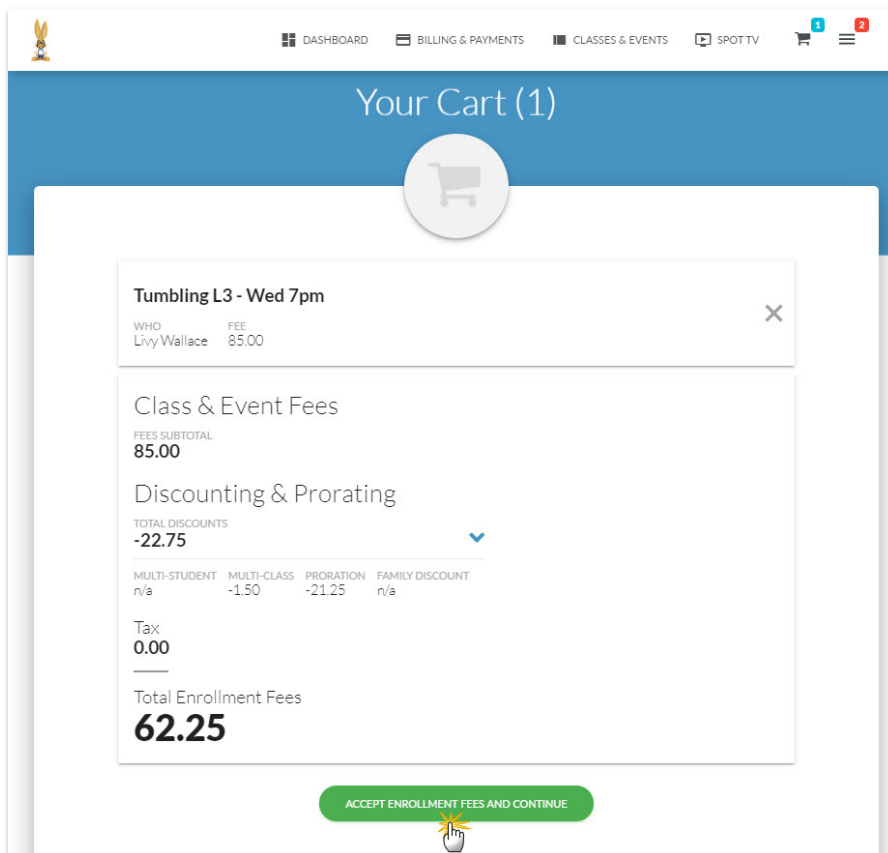


TUITION FEE SETTINGS
Manage how and when tuition fees are posted to your customer accounts.
[Manage Settings](#)

How it Works

Once a parent has finished selecting all classes to **enroll their students** in, and have clicked *Checkout Now*, Jackrabbit will calculate the tuition fees.

The parent is then taken to the *Your Cart* page where they are able to review the fees that will be posted to their account.



The screenshot shows the 'Your Cart (1)' page with a blue header. A modal window displays the following details:


- Tumbling L3 - Wed 7pm** (with a close button)
- WHO: Livy Wallace, FEE: 85.00
- Class & Event Fees**
FEES SUBTOTAL: **85.00**
- Discounting & Prorating**
TOTAL DISCOUNTS: **-22.75** (with a dropdown arrow)
- Table of discounts:

MULTI-STUDENT	MULTI-CLASS	PRORATION	FAMILY DISCOUNT
n/a	-1.50	-21.25	n/a
- Tax: **0.00**
- Total Enrollment Fees: 62.25**
- A green button at the bottom: **ACCEPT ENROLLMENT FEES AND CONTINUE** (with a hand cursor icon pointing to it)


In the example shown above Livy was enrolled in Tumbling L3 through the Parent Portal. She is currently enrolled in another class, therefore a multi-class discount was applied to the tuition fee for Tumbling L3 (her second class). The fee was also prorated because Livy was enrolled in the tumbling class partway through the Billing Cycle.

When the parent accepts the fees, they will see a screen confirmation. The family's account is instantly updated and the tuition fees for the enrollment are visible in the portal and in Jackrabbit.

Fees in the Parent Portal


DASHBOARD
BILLING & PAYMENTS
CLASSES & EVENTS
SPOT TV
6

Account



Livy Wallace
wallacelivy@gmail.com

STUDENTS
BILLING & PAYMENTS
CONTACTS
SETTINGS
POLICIES

Current Balance

606.50

PAY NOW

Quicklinks

- SAVED PAYMENT METHODS
- FULL TRANSACTION HISTORY
- E-PAYMENT SCHEDULE
- MEMBERSHIP TYPE

RECENT ACTIVITY

DATE	TYPE	METHOD	AMOUNT	PAID	BALANCE
03/11/2020	Tuition Fee		62.25		606.50

Fees in the Family record in Jackrabbit

Family: Wallace

← RETURN
SAVE CHANGES
DELETE




Make Sale/Post Fees
Payment
Refund
Statement
Add Student
Add Contact
Archive Family
Family Name
Email
Push Notification
Email Schedules
Merge Family

Summary
Contacts
Classes
Events
Transactions
Billing Info
Misc
Notes (0)
Files (0)

View Transaction History
View Unapplied Credits & Unpaid Fees

Current Balance **606.50**

Legend ☐ FEE/CHARGE ☐ PAYMENT/CREDIT ☐ UNPAID FEE ☐ UNAPPLIED CREDIT

			Date	Type	Orig Amt	Disc Amt	Amt	Unpaid Amt	Balance	Note	Cat1	Student	Class/Event	User
			3/11/2020	Tuition Fee	85.00	22.75	62.25	62.25	606.50	March, Multi-Class Disc=1.50, Prorated=21.25	Gymnastics	Livy Wallace	Tumbling L3 - Wed 7pm	Portal - wallacelivy@gmail.com