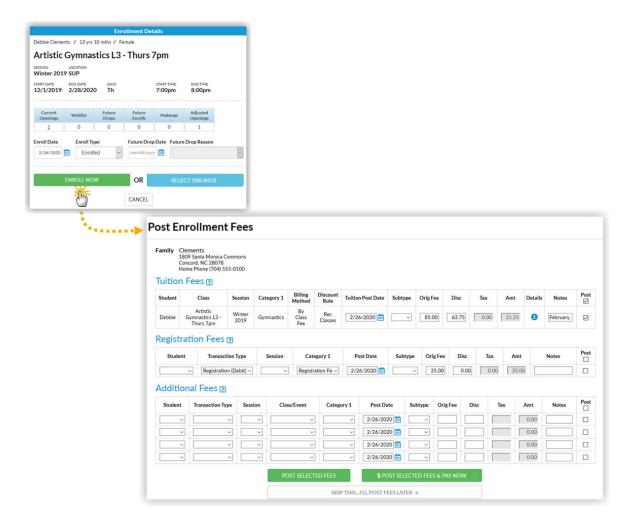# Post Tuition Fees During Enrollment in Jackrabbit

Last Modified on 01/14/2021 10:41 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**.
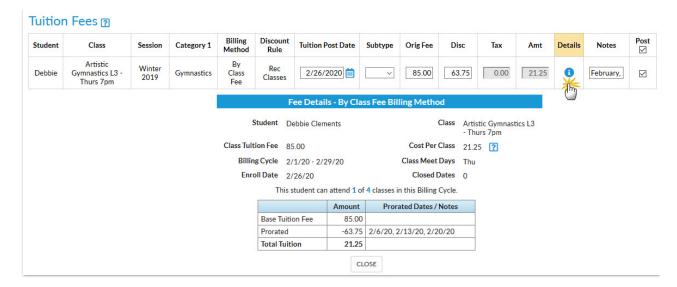
When a student is **enrolled into classes from within Jackrabbit**, i.e. internally, staff can be given the option to post enrollment fees, including tuition fees. A staff person with the required **User Permissions** will be taken to the **Post Enrollment Fees** screen.

When posting tuition fees in the Post Enrollment Fees screen, Jackrabbit utilizes the settings you've saved in several places to calculate tuition.

- **Tax Settings** in *Tools > Edit Settings > Organization Defaults*
- **Tuition Settings** in *Tools > Edit Settings*

A detailed breakdown of the calculations can be accessed using the icon in the *Details* column of the *Tuition Fees* section.

Tuition Fees ?

Student	Class	Session	Category 1	Billing Method	Discount Rule	Tuition Post Date	Subtype	Orig Fee	Disc	Tax	Amt	Details	Notes	Post ☑
Debbie	Artistic Gymnastics L3 - Thurs 7pm	Winter 2019	Gymnastics	By Class Fee	Rec Classes	2/26/2020 📅	⌄	85.00	63.75	0.00	21.25	ⓘ	February,	☑

Fee Details - By Class Fee Billing Method

Student	Debbie Clements	Class	Artistic Gymnastics L3 - Thurs 7pm
Class Tuition Fee	85.00	Cost Per Class	21.25 ?
Billing Cycle	2/1/20 - 2/29/20	Class Meet Days	Thu
Enroll Date	2/26/20	Closed Dates	0

This student can attend 1 of 4 classes in this Billing Cycle.

	Amount	Prorated Dates / Notes
Base Tuition Fee	85.00	
Prorated	-63.75	2/6/20, 2/13/20, 2/20/20
Total Tuition	**21.25**	

CLOSE

You can edit the *Tuition Post Date, Subtype, Orig Fee,* or *Disc* fields as needed. Clear the *Post* check box if you do not want to post tuition fees at this time. Note: Edits made to the Org Fee or Disc are not updated in the Fee Details window.

The Post Enrollment screen also provides an opportunity to post enrollment fees other than tuition.

Registration Fees

Jackrabbit uses the settings you've saved in *Tools > Online Web Registration > Settings > Registration Fee Settings* to populate the fields in the Registration Fees section. See **Online Web Registration Settings** to learn more about those settings.

You can edit most fields as needed. Clear the *Post* check box if you don't want to post registration fees at this time.

Registration Fees ?

Student	Transaction Type	Session	Category 1	Post Date	Subtype	Orig Fee	Disc	Tax	Amt	Notes	Post ☑
Justin Alexan ▾	Registration (Debit) ▾	2019 Fall ▾	Registration Fee ▾	6/21/2019 📅	▾	25.00	0.00	0.00	25.00		☑

Additional Fees

This section allows you to post fees other than tuition or registration fees, for example, a uniform fee or equipment fee.

Additional Fees ?

Student	Transaction Type	Session	Class/Event	Category 1	Post Date	Subtype	Orig Fee	Disc	Tax	Amt	Notes	Post ☑
Justin Alexan ▾	Merchandise (Debit) ▾	2019 Fall ▾	Junior Cheer Team ▾	Cheer ▾	6/21/2019 📅	▾	100.00		0.00	100.00	Uniform	☑

QUICK tip! It is best practice to select as many applicable details from the drop-downs provided for the additional fees you wish to post. This ensures accurate revenue reporting.

To post the selected fees and complete the enrollment process choose from the following options:

- To print an *Enrollment Summary* for the family, clear the **Skip Enrollment Summary** check box.
- To post the fees and collect payment at a later time, click the **Post Selected Fees** button.
- To post the fees and collect payment now, click the **Post Selected Fees & Pay Now** button.

If you decide not to post any fees at the moment, click **Skip This...I'll Post Fees Later**.