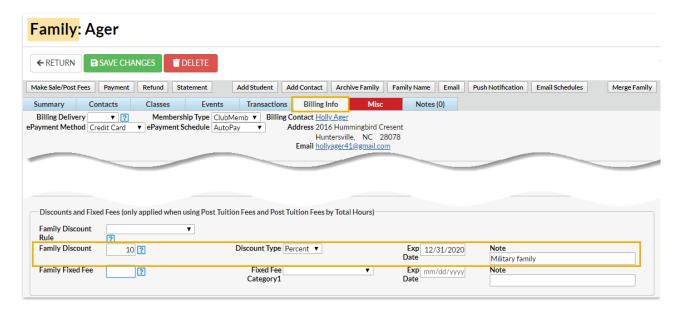
Assign a Family Discount

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When you use Post Tuition Fees (from the *Transactions* menu), you can have a family specific discount applied. This is often used for volunteers, staff, etc. that are given a discount over and above any **multi-class** or **multi-student** discounts that you offer.

The Family Discount, which can be a dollar amount or a percentage, is applied to the tuition amount *after* your other discounts have been calculated and applied.



Create or Add an Individual Family Discount

- 1. Select the **Billing Info** tab in the *Family* record.
- 2. Enter a discount in the Family Discount field (the discount can be an amount or a percentage).
- 3. Select the **Discount Type** (Amount or Percentage).
- 4. Assign an Exp Date (optional).
- 5. Add a Note (optional).
- 6. Click Save Changes.

Add or Update a Discount for a Group of Families

- 1. Go to the Families (menu) > All Families and filter as needed.
- 2. Select all the families in the grid by leaving the 1st column checkboxes blank or check the 1st column checkboxes for the families you would like to update in a group.
- 3. Click the More (icon) (:) > Family Discount.
- 4. Enter **Amount**, **Expires** (optional expiration date), and select the **Discount Type** from the drop-down list. Use the toggle to remove any family discounts.
- 5. Click **Update**. All selected families will have their Family Discount updated.

Important to Note

- Family Discounts are not deducted from Family Fixed Fees.
- Family Discounts are deducted from Student Fixed Fees. The discount is posted after all Student Fixed Fees are entered. Example: A family has two students and both students have a Fixed Fee of \$100. The Family Discount is \$10.00. Both Student Fixed Fees are posted at \$100 each. The discount of \$10 is subtracted from the total (\$100 + \$100 \$10 = \$190).
- Family Discounts are **only** applied when using **Post Tuition Fees** from the *Transactions* menu. Parent Portal enrollments and enrollments done from within Jackrabbit do not include the Family Discount.
- You can set the Family Discount to expire on a specified date. After an expiration date has passed, the discount will be ignored when posting tuition fees.