

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.


The screenshot shows the 'Family: Ager' record in a software interface. The 'Billing Info' tab is selected, displaying fields for Billing Delivery, ePayment Method, Membership Type, ePayment Schedule, Billing Contact, Address, and Email. Below this, a section titled 'Discounts and Fixed Fees (only applied when using Post Tuition Fees and Post Tuition Fees by Total Hours)' contains a table for adding discounts. The first row in the table is highlighted with a yellow border and contains the following data: 'Family Discount' (Rule), '10' (Amount), 'Percent' (Discount Type), '12/31/2020' (Exp Date), and 'Military family' (Note). The second row is for 'Family Fixed Fee' and is currently empty.

Discounts and Fixed Fees (only applied when using Post Tuition Fees and Post Tuition Fees by Total Hours)				
Family Discount Rule		Discount Type	Exp Date	Note
Family Discount	10	Percent	12/31/2020	Military family
Family Fixed Fee		Fixed Fee Category1	Exp Date	Note

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.
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