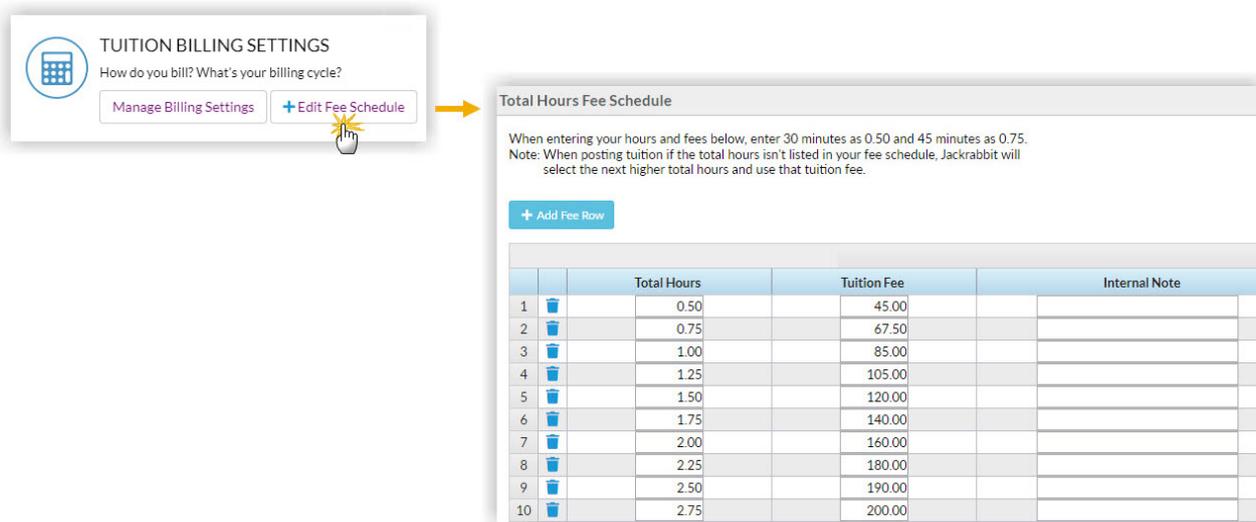


Fee Schedule for By Total Hours Billing

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If you post tuition by adding up the hours spent in classes (**Billing Method - By Total Hours**), you will create a **Total Hours Fee Schedule** that outlines how much you charge for each hour increment. Jackrabbit will add up the hours in class, either by student or by family, and look to the Fee Schedule to locate the corresponding fee for the number of hours.

Your Fee Schedule is created and edited from **Tools > Edit Settings > Tuition Billing Settings**. Select **+ Edit Fee Schedule** in the **Tuition Billing Settings** to create or edit your Fee Schedule.



The screenshot shows the 'TUITION BILLING SETTINGS' interface. A box on the left contains the text 'How do you bill? What's your billing cycle?' and two buttons: 'Manage Billing Settings' and '+ Edit Fee Schedule'. An arrow points from the '+ Edit Fee Schedule' button to the 'Total Hours Fee Schedule' table on the right. The table has columns for 'Total Hours', 'Tuition Fee', and 'Internal Note'. It lists 10 rows of data, with 'Total Hours' increasing from 0.50 to 2.75 and 'Tuition Fee' increasing from 45.00 to 200.00. A '+ Add Fee Row' button is located above the table.

		Total Hours	Tuition Fee	Internal Note
1	🗑️	0.50	45.00	
2	🗑️	0.75	67.50	
3	🗑️	1.00	85.00	
4	🗑️	1.25	105.00	
5	🗑️	1.50	120.00	
6	🗑️	1.75	140.00	
7	🗑️	2.00	160.00	
8	🗑️	2.25	180.00	
9	🗑️	2.50	190.00	
10	🗑️	2.75	200.00	



The Fee Schedule is based on the number of hours in class per week. It is extremely important that you set the class Tuition Fee and the Fee Schedule to reflect the rates associated with whatever Tuition Billing Cycle you've decided to use.

Fee Schedule Example

For this example, 1 hour of class per week is \$85:

- If your Billing Cycle is *Weekly* the tuition fee for 1 hour should be \$85 ($\$85/\text{wk} \times 1 \text{ week}$).
- If your Billing Cycle is *Monthly* the tuition fee for 1 hour should be \$340 ($\$85/\text{wk} \times 4 \text{ weeks}$).
- If your Billing Cycle is *By Session*, and your Session is 8 weeks, the tuition fee for 1 hour should be \$680 ($\$85/\text{wk} \times 8 \text{ weeks}$).

Important to Note

- If you don't see the **+ Edit Fee Schedule** option in your Tuition Settings it may be that your database is currently only set to use the *By Class Fee Billing Method*. The Fee Schedule is only available when you bill your classes *By Total Hours*.
- It is only possible to have one Fee Schedule at a time.

- Only one Billing Cycle can be used for your classes billed By Total Hours.
 - When entering part hours in the Fee Schedule enter 15 minutes as .25, 30 minutes as .50, and 45 minutes as .75.
 - When posting tuition, if the total hours aren't listed in your fee schedule Jackrabbit will select the next higher total hours and use that tuition fee.
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