

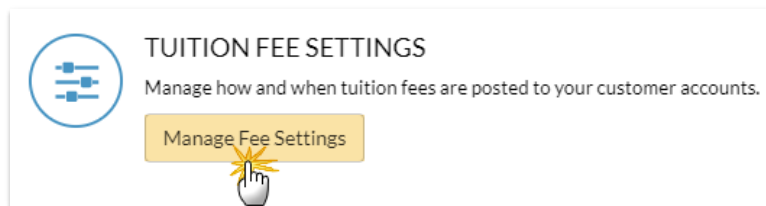
Tuition Fee Settings

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Tuition Fee Settings tell Jackrabbit how you want to post tuition when a student is enrolled:

- **From within Jackrabbit using the Quick Registration form, Enroll buttons, and Enroll links**
- **During Online Web Registration**
- **In the Parent Portal**

To edit your Tuition Fee Settings go to the **Tools** menu > **Edit Settings** > **Tuition Settings**.



Tuition will NOT post for any class that is missing a Billing Method, a Billing Cycle, and/or a class start date. Jackrabbit requires this information to properly calculate tuition. Use [Classes > Edit All Classes](#) to research classes that may be missing these fields.

By Class Fee Settings

These settings are applied to any class that has an assigned **Tuition Billing Method - By Class Fee** when tuition is posted during Online Web Registration, Quick Registration, via the Parent Portal, or using Enroll buttons and links.

How do you want to post tuition when a student enrolls during web registration, quick registration, via the enroll button/links, or via the parent portal?

- **Do not post tuition**- no tuition will be posted during the enrollment process.
- **Post full tuition (ignore Tuition Discount Rules)**- the tuition fee listed on the class summary page will be posted in full.
- **Post discounted tuition (use Tuition Discount Rules)**- multi-class and/or multi-student discounts will be applied to the tuition fee.

Important to Note

- No tuition will post when a parent enrolls students in their portal if the family has a current **Family Fixed Fee** (Family record > Billing Info tab) or a current **Student Fixed Fee** (Student record > Summary tab).

When the parent completes the portal enrollment and checks out, they are notified that no fees will be posted due to alternative fixed fee arrangements in place. Your organization will receive

an email notification that there is a parent portal enrollment for a family with a Fixed Fee in place that may need to be updated. Tuition fees must then be posted manually.

If you have opted to prorate your tuition fees in your settings, you will see two additional options:

- **Post prorated tuition (based on Prorating Settings)**- prorating will be applied to the tuition fee.
- **Post discounted and prorated tuition**- both multi-class and/or multi-student discounts will be applied. Tuition will be prorated when applicable.

How do you want to count multi-class discounts when a student enrolls during web registration, quick registration, via the enroll button/links, or via the parent portal?

These settings control how classes are counted when calculating your **Multi-Class Discounts**.

- **Count across different Sessions**- when selected, all classes will be counted in discount calculations regardless of what Session the classes are in.
Example: Your Session 1 and Session 2 run concurrently and you want Session 1 classes to be counted for the multi-class discounts separately from the classes in Session 2. Leave this check box blank.
- **Count across different Category 1 values**- when selected, all classes are counted towards the discount, even if the classes have different Category 1 values.
Example: You offer gymnastics and cheer and have them set up as Category 1s. Only classes from the same program count towards the discount. Leave this check box blank.
- **Count across different Tuition Discount Rules**- when selected, classes with any Discount Rule are counted when calculating the discount.
Example: Some of your classes are not eligible for discounts and you have given them the No Discounts rule. These classes do not count towards multi-class discounts. Leave this check box blank.

By Total Hours Settings

How do you count the hours when posting tuition fees?

When the **Billing Method is By Total Hours**, you have the option of counting the total hours **By student** or **By family**.

Example: Student #1 takes two classes per week that are one hour each and Student #2 takes one class per week for an hour.

Total Hours Fee Schedule	
Total Hours	Tuition Fee
1.00	60.00
2.00	100.00
3.00	150.00

Total hours by student:

- Student #1 is charged \$100 (fee for 2 hours)

- Student #2 is charged \$60 (fee for 1 hour)
- **Total tuition is \$160**

Total hours by family:

- The total hours for both students is 3
- **Total family tuition is \$150**

How do you want to post tuition when a student enrolls during web registration, quick registration, via the enroll button/links, or via the parent portal?

These settings are applied to any class that has an assigned Billing Method of *By Total Hours* when tuition is posted during Web Registration, Quick Registration, Parent Portal, or via Enroll buttons and links.

- **Do not post tuition** - no tuition will be posted during the enrollment process.
- **Post tuition using Fee Schedule (no prorating)** - tuition will post according to the Fee Schedule with no prorating. If you are counting total hours by student, multi-student discounts will be applied.
- **Post tuition using Fee Schedule with prorating** - tuition will post according to the Fee Schedule and be prorated if applicable. If you are counting total hours by student, multi-student discounts will be applied.

Important to Note

- No tuition will post when a parent enrolls students in their portal if the family has a current **Family Fixed Fee** (Family record > *Billing Info* tab) or a current **Student Fixed Fee** (Student record > *Summary* tab).

When the parent completes the portal enrollment and checks out, they are notified that no fees will be posted due to alternative fixed fee arrangements in place. Your organization will receive an email notification that there is a parent portal enrollment for a family with a Fixed Fee in place that may need to be updated. Tuition fees must then be posted manually.

How do you want to count hours when posting tuition fees during web registration, quick registration, via the enroll button/links, or via the parent portal?

When counting hours in various external (Parent Portal and Web Registration) and internal (Enroll button and Quick Registration) areas of Jackrabbit, you can filter how the total hours in class are counted. In addition to deciding if you count hours by student or by family, you can also filter the count by Session and Category 1.

By default, Jackrabbit counts the total hours for all enrolled classes regardless of whether they have a different assigned Session or Category 1, however, if you want Jackrabbit to filter the count so that each is counted separately, clear the applicable check box.

Example:

You run two different programs and you distinguish each programs' classes with a Category 1 value (e.g. Theater and Dance.) When Jackrabbit counts the total hours in class, you do not want them to count all the classes in both Categories and use that total on the Fee Schedule to determine the class fee.

Instead, you want to count the hours that have an assigned Category 1 of Theater and determine the fee based on your Fee Schedule. Separately, you want Jackrabbit to count the hours in classes that have an assigned Category 1 of Dance and determine a separate fee based on your Fee Schedule.

Leave the check box blank so the hours are not counted across both Category 1 values.
