


# Student Fixed Fees

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When the tuition/discount calculation for a single student is too complex, or just doesn't 'fit', use a Student Fixed Fee to set the tuition amount to a fixed amount. When a student has a Fixed Fee and you post tuition fees, this amount will be posted as a single tuition fee transaction regardless of the class tuition fees and regardless of any multi-student or multi-class discounts.

## Create a Student Fixed Fee

A Student Fixed Fee can be created a few different ways in Jackrabbit:

In a Student Record	<ol style="list-style-type: none"><li>1. Go to the <i>Student</i> record, select the <b>Summary</b> tab.</li><li>2. Enter an <b>amount</b> in the <i>Student Fixed Fee</i> field.</li><li>3. Choose a <b>Fixed Fee Category</b><u>1</u>.</li><li>4. Add a <b>Note</b> (optional) and click <b>Save Changes</b>.</li></ol>
From the Students (menu) > All Students	<ol style="list-style-type: none"><li>1. Go to <b>Students</b> (menu) &gt; <b>All Students</b>, filter the grid data as needed.</li><li>2. Select which students you want to create fixed fees for:<ul style="list-style-type: none"><li>◦ Individually select checkboxes in the 1st column for one or more families in the grid.</li><li>◦ Leave the check box empty in the 1st column to select all the families in the grid.</li><li>◦ Select the check box in the top row of the 1st column to select all the families displayed on the page. <b>Note:</b> Each page in a grid displays a maximum of 250 rows of data.</li></ul></li><li>3. Click the <b>More</b> (icon)  &gt; <b>Student Fixed Fees</b>. Enter the information in the <i>Update student fixed fee</i> window.<ul style="list-style-type: none"><li>◦ Set the <i>Amount</i>, <i>Expires</i> (optional), and <i>Fixed Fee Category 1</i>.</li></ul></li><li>4. Click <b>Update</b> and the Student Fixed Fee will be added.</li></ol>

## Student Fixed Fees in a Student Record

## Student: Dani Ager

SAVE CHANGES
DELETE

Enroll
Email Schedules
Info Sheet
Absence/Attendance
Submit Absences
Mass Drop Classes

Family: [Ager](#): First Name  Middle Initial  Last Name

Summary
Classes
Events
Medical
Feedback
Skills/Levels
Sizes
Absences
Misc
Notes (1)
Resources (1)

### Current Enrollment

View 1 - 3 of 3 Print Refresh

Class	Session	Cat1	Type	Class Description	Days	Room	Time	Durat	Instructor	UserID		Future Drop	
<a href="#">Jazz I 2 - Tues 7pm</a>	Fall 2020	Dance	Enrolled	Junior Jazz	Tu	Studio A	7:00pm - 8:00pm	1:00	<a href="#">Ms. Dianne</a>	helpcenter	<a href="#">Transfer</a>		<a href="#">Drop</a>
Total:								1:00					

Status Active ?

Birth Date  Age 18 yrs, 2 mths

Gender Non-Binary

Grade Level

Email  ☒ ☐ Mass Email Opt-Out ?

Cell Phone

Transportation

School

Start Date  Date Quit

Student/Barcode ID

Student Fixed Fee Amount  ?

Exp Date

Note

Fixed Fee Category1 Dance


## Manage Student Fixed Fees

Student Fixed Fees can be updated and deleted from either the *Student* record or the *Students (menu)*.

In a Student Record	Open a student record to update or remove the Student Fixed Fees as needed.
From the Students (menu) > All Students	<ol style="list-style-type: none"> <li>Go to <b>Students</b> (menu) &gt; <b>All Students</b>, filter the grid data as needed.</li> <li>Select which students you want to create fixed fees for: <ul style="list-style-type: none"> <li>Individually select checkboxes in the 1st column for one or more families in the grid.</li> <li>Leave the check box empty in the 1st column to select all the families in the grid.</li> <li>Select the check box in the top row of the 1st column to select all the families displayed on the page. <b>Note: Each page in a grid displays a maximum of 250 rows of data.</b></li> </ul> </li> <li>Click the <b>More</b> (icon) <span>⋮</span> &gt; <b>Student Fixed Fees</b>. <ul style="list-style-type: none"> <li>To update, enter the new information in the <i>Update student fixed fee</i> window.</li> <li>To remove a fixed student fee, toggle <i>Remove any fixed fee from selected student</i> to blue (on).</li> </ul> </li> </ol>

4. Click **Update**. The Student Fixed Fee will be updated.



Go to *Students (menu) > All Students* and use the filter to create a list of students who have Fixed Fees. Filter for *Financial Details > Fee arrangements > Has Student Fixed Fee?* > and select **Yes** from the drop-down menu. Click **Apply**. Once created, click **Save as favorite** (icon)  for future use.


## Important to Note

- If a **Family Discount** is saved on a family's *Billing Info* page, it will be applied to the Student Fixed Fee.
- The **Additional Discount** (at the bottom of *Transactions > Post Tuition Fees*) is applied to a Student Fixed Fee.
- A Fixed Fee may include tuition for classes that are in different Category 1s, however, you can only assign one Category 1 to the fee. Consider adding a Category 1 drop-down value specifically for Fixed Fee tuition revenue.
- Fixed Fees can be set to expire on a specified date. After an expiration date has passed, the Fixed Fee will be ignored when posting tuition fees.
- The Fixed Fee may need to be updated if the student adds/drops a class. You will be given the option to update the fee during the enroll/drop process.

**Update Fixed Fee**

This student has a fixed fee in place. You have the option to update the fixed fee amount at this time.

Important: The student fixed fee will post when using Post Tuition Fees

Student Fixed Fee  Student Fixed Fee Exp. Date  

- One student in a family can have a Fixed Fee while another does not. In this case, the Student Fixed Fee will post for one student and the regular tuition rates will post for the other when using Post Tuition Fees.
- If a family has a Family Fixed Fee and a student within the family has a Student Fixed Fee, both of the Fixed Fees will post when you use *Transactions > Post Tuition Fees*.
- If you are **posting tuition fees with Parent Portal enrollments**, and the family has a current (not expired) Student Fixed Fee, no tuition will post. 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 Fixed Fee in place for a portal enrollment that may need to be updated. Tuition fees must then be posted manually.
- A Jackrabbit User with the User ID permission *Clear Family User Defined Fields and Family/Student*

*Fixed Fees and Discounts* (in the *Families* category of permissions) can clear Student Fixed Fees that are currently assigned to your students. User permissions can be found under the *Gear (icon)* > *Settings* > *Users & Permissions*.

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