

Post Tuition Fees - By Class Fee

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Jackrabbit gives you the option to **Post Tuition Fees billed by Class Fee** to multiple families at one time, this is referred to as a batch or batch billing.

Go to *Transactions (menu) > Post Tuition Fees* and select the criteria for the classes you would like to post tuition for. After criteria selection is complete, click the **Preview Tuition Fees** button. This will generate a *Preview Tuition Fees* list.

What's my next step? After you select your settings and criteria to generate a *Preview Tuition Fees* list, as described in this article, go to [Preview and Post Tuition Fees by Class Fee](#) to post the tuition fees.



If you have some classes billed By Class Fee and some billed By Total Hours, you will run Post Tuition fees twice because each method has separate settings and criteria options.

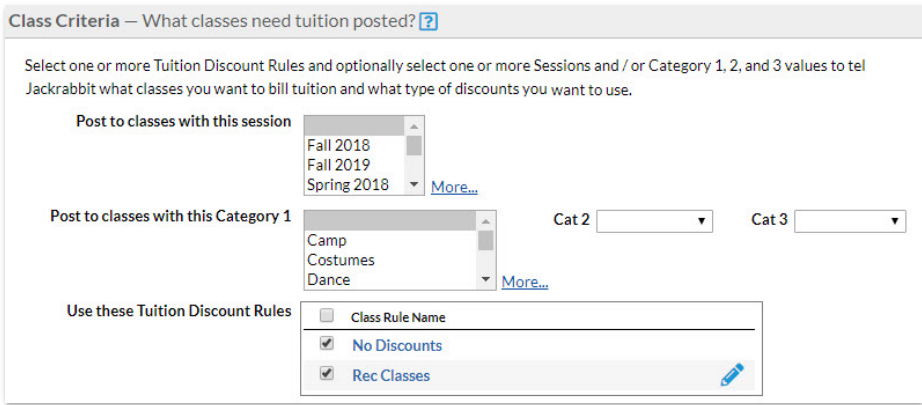
Billing Settings By Class Fee

Make selections in this section for <i>Billing Method</i> , <i>Billing Cycle</i> , and choose a date to post the tuition.	<div><div>Billing Settings ?</div><div><div>Q Favorites</div><div>Save Favorites</div><div>Refresh ?</div></div><div><div>Post to classes with this Billing Method</div><div>By Class Fee</div></div><div><div>Post tuition to classes with this Billing Cycle</div><div>Monthly</div></div><div><div>Billing Cycle start date</div><div>4/1/2020</div></div><div><div>Tuition post date</div><div>4/1/2020</div></div><div><div>Fixed Fees are included in Post Tuition Fees as long as they match the Class & Family Criteria you've selected.</div><div>Learn more about Fixed Fees.</div></div></div>
Post to classes with this Billing Method	Select By Class Fee to post tuition for classes with the Billing Method of By Class Fee .
Post tuition to classes with this Billing Cycle	Select your Tuition Billing Cycle if you use more than one Billing Cycle. You can only post tuition for one Billing Cycle at a time. If you use more than one Billing Cycle for your By Class Fee classes, you will run Post Tuition Fees separately for each Billing Cycle.
Billing Cycle start date	<p>You must have a Billing Cycle start date. If you select By Session Dates as the Billing Cycle, the Billing Cycle start date will pre-populate with the start date of the session selected. These dates are determined in <i>Tools > Edit Settings > Drop-down Lists > Session</i>.</p> <p>When you use Weekly, Monthly, or Custom Billing Cycles, you must choose a billing cycle start date.</p> <ul style="list-style-type: none">For Weekly Billing Cycles, you can select from 10 previous billing cycles or 15 future billing cycles, including the current billing cycle.For Monthly or Custom Billing Cycles, you can select from 3 previous billing cycles or 12 future billing cycles, include the current

	billing cycle.
Tuition post date	<p>The tuition post date will default to the first day of the Billing Cycle selected, but can be edited and does not have any impact on your Billing Cycle start date. This is simply the date that you would like 'stamped' on the tuition fee transaction.</p> <p>For example, you may post tuition fees on the 15th of each month for the upcoming month. It's March and you are posting tuition for April - you would select the <i>Billing Cycle start date</i> 4/1/2020 and you would change the <i>Tuition post date</i> to 4/1/2020.</p>

Note: Use the CTRL (Command on Mac) key to select multiple Sessions or Categories.

Class Criteria

<p>Select the sessions, classes and discount rules in this section.</p>	
Post to classes with this session	Select one or more sessions for the Post Tuition Fee batch.
Post to classes with this Category 1, 2, 3	Select one or more Category 1, Cat 2, Cat 3 to narrow down the classes.
Use these Tuition Discount Rules	Select the applicable Tuition Discount Rules.



If a class is missing any of the selected criteria, on the Summary tab of the Class record, it will NOT be included in the tuition billing. Use Edit All Classes to quickly locate and correct classes with missing information.

Family Criteria

<p>To post tuition fees to all families in the classes you have selected, leave these fields blank.</p>	<div> Family Criteria — What families within these classes need tuition posted? ? </div> <div> <p>To post to all families that match the Class Criteria, leave these fields blank.</p> <p> Family Search <input type="text" value="Begin typing last name..."/> <input type="button" value="Q"/> </p> <p> Family Location <div> <div>CCD</div> <div>DVD</div> <div>EDU</div> <div>More...</div> </div> </p> <p> Membership Type <input type="text"/> </p> <p> ePayment Schedule <input type="text"/> </p> </div>
Family Search	<p>Select a specific family to post tuition fees to by searching their last name.</p>
Family Location	<p>Select families from a specific Location to include in the batch.</p>
Membership Type	<p>Filter families with the <i>Membership Type</i> you select. The <i>Membership Type</i> is located on the <i>Billing Info</i> tab of the <i>Family</i> record. You can only select one <i>Membership Type</i> per batch.</p>
ePayment Schedule	<p>Filter families with the ePayment Schedule you select. The <i>ePayment Schedule</i> is located on the <i>Billing Info</i> tab of the <i>Family</i> record. You can only select one <i>ePayment Schedule</i> per batch.</p>
Family Discount Rules	<p>Filter families with a <i>Family Discount Rule</i> assigned on the <i>Billing Info</i> tab of the <i>Family</i> record. See our Help article Family Discount Rule for more details.</p>

Additional Settings

<p>There are a number of <i>Additional Settings</i> that can be selected when posting tuition fees.</p>	<div> Additional Settings ? </div> <div> <input checked="" type="checkbox"/> Post tuition to active classes only <input type="checkbox"/> Post tuition to students with Enroll Type=Trial <input type="checkbox"/> Post tuition to students with Enroll Type=Waitlist <input checked="" type="checkbox"/> Include <u>all</u> classes when calculating multi-class discounts ? <input checked="" type="checkbox"/> Apply tax to tuition </div>
Post tuition to active classes only	<p>When selected, Jackrabbit will pull only classes with a <i>Status</i> = Active into the tuition batch.</p>
Post tuition to students with Enroll Type= Trial	<p>When selected, students who have an <i>Enroll Type</i> of Trial will be included in this tuition billing.</p>
Post tuition to students with Enroll Type= Waitlist	<p>When selected, students who have an <i>Enroll Type</i> of Waitlist will be included in this tuition billing.</p>
	<p>When Jackrabbit counts classes for multi-class discounts, it counts <u>only</u> the classes that matched the criteria you selected. If you want Jackrabbit to include <u>all</u> classes the student is enrolled in, select this check box.</p>

Include all classes with calculating multi-class discounts	<p>Even though classes may not have the assigned Tuition Billing Cycle and or Tuition Discount Rule, they will still be included for the discount calculation. The classes are only used for the purposes of the discount calculation; tuition fees for those classes will not post because they did not match your selected criteria.</p> <p>Also, if this check box is selected, Jackrabbit will look at the sum of these class tuition fees to determine the highest / lowest for both multi-class and multi-student discounting.</p>
Apply tax to tuition	If you have <i>Tools > Edit Settings > Organization Defaults > Tax Settings > Tax Tuition Fees = Yes</i> , you'll have the option to apply tax to the batch or not.
If you Prorate Tuition Fees , you'll see two additional options.	<div>Additional Settings ?</div> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Post tuition to active classes only <input type="checkbox"/> Post tuition to students with Enroll Type=Trial <input type="checkbox"/> Post tuition to students with Enroll Type=Waitlist <input checked="" type="checkbox"/> Prorate tuition for future enrollments during Billing Cycle ? <input checked="" type="checkbox"/> Prorate tuition for drops during Billing Cycle ? <input checked="" type="checkbox"/> Include all classes when calculating multi-class discounts ? <input checked="" type="checkbox"/> Apply tax to tuition
Prorate tuition for future enrollments during Billing Cycle	When selected, Jackrabbit will prorate tuition for any student that has a future enrollment during the Billing Cycle. If you do not allow future enrollments (<i>Tools > Edit Settings > Organization Defaults > Class Settings</i>) this option will not display. Note: Future enroll dates are inclusive, i.e. the student is considered in class on that date.
Prorate tuition for drops during the Billing Cycle	When selected, Jackrabbit will prorate tuition for any student that drops during the Billing Cycle. Note: The drop date is exclusive, i.e. the student is not considered in class on that date.



This does NOT include students who are currently on the Waitlist. It includes students who have been enrolled into a class from the Waitlist and who still have the Enroll Type set to Waitlist.

Transaction Details

Transaction Type defaults to Tuition Fee.	<div>Transaction Details ?</div> <div> Transaction Type <input type="text" value="Tuition Fee"/> </div> <div> Transaction Subtype <input type="text"/> </div> <div> Note <input type="text"/> </div>
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Transaction Type	The <i>Transaction Type</i> of <i>Tuition Fee</i> can not be changed.
Transaction Subtype	Optionally, add a <i>Transaction Subtype</i> to the tuition fee posting. Transaction Subtypes can be created/edited from to <i>Tools > Edit Settings > Drop-down Lists > Transaction Sub Types</i> .
Note	Adding a customized note is optional. If a note is entered, it displays after the Jackrabbit transaction note. The notes column is limited to 200 characters.

Additional Discount

<p>Define an <i>Additional Discount</i> to be applied to the tuition fees as well as your other discounting and/or prorating.</p>	<p>See our Help article Additional Discounts for more detail on these settings.</p> <div> <div>Additional Discount ?</div> <div> <p>What type of discount is this? <input type="radio"/> \$ (Dollars) <input checked="" type="radio"/> % (Percent)</p> <p>Discount amount <input type="text" value="2 %"/></p> <p>Discount label <input type="text" value="ClubMember"/></p> </div> </div>
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Advanced Detection

<p>See our Help article Duplicate Detection in Post Tuition Fees for more details on how this feature works.</p>	<p>Select the Detect duplicate tuition fees check box and enter a date range that you would like to check for any possible duplicate fees. Select the Detect dropped student fees checkbox to detect for duplicate fees.</p> <p>Click Preview Tuition Fees to preview the tuition fee list. Duplicate fees are shown at the top of the list in yellow, they can be deleted so the family is not double charged.</p> <div> <div>Advanced Detection ?</div> <div> <p>Detect duplicate tuition fees <input type="checkbox"/> Detect</p> <p>Match on Student plus: <input type="checkbox"/> Class <input type="checkbox"/> Category 1</p> <p>Detect dropped student fees <input type="checkbox"/> Detect</p> <p>Check dates from <input type="text"/> through: <input type="text"/></p> <p><input checked="" type="button" value="Preview Tuition Fees"/></p> </div> </div>
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