

# Post Tuition Fees - By Total Hours

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Jackrabbit gives you the option to **Post Tuition Fees billed by Total Hours** 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, you will **Preview and Post 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 Total Hours

Make selections in this section for *Billing Method*, *Billing Cycle*, and choose a date to post the tuition.

Billing Settings ? [Q Favorites](#) [Save Favorites](#) [Refresh ?](#)

Post to classes with this Billing Method **By Total Hours** [View/Edit Fee Schedule](#) Use the link to access your Fee Schedule.

Post total hours per **Student** ?

Post tuition to classes with this Billing Cycle **Monthly**

Billing Cycle start date  ?

Tuition post date  ?

**i** Fixed Fees are included in Post Tuition Fees as long as they match the Class & Family Criteria you've selected. [? Learn more about Fixed Fees.](#)

**Post to classes with this Billing Method**

Select **By Total Hours** to post tuition for classes with the Billing Method of **By total Hours**.

Select the option of counting the total hours by *Student* or by *Family*.

**Example using this fee schedule**

Total Hours	Tuition Fee
1.00	50.00
2.00	90.00
3.00	130.00
4.00	170.00
20.00	190.00

Student #1 takes two 1 hour classes per week and Student #2 takes one 1 hour class per week.

**Total hours by student:**

**Post total hours per**

- Student #1 is charged \$90 (fee for 2 hours)
- Student #2 is charged \$50 (fee for 1 hour)
- **Total family tuition is \$140**

	<p><b>Total hours by family:</b></p> <ul style="list-style-type: none"> <li>• Total hours taken by both students is 3 (fee for 3 hours)</li> <li>• <b>Total family tuition is \$130</b></li> </ul> <p>When you opt to total the hours by <b>Student</b> you will have the option to add multi-student discounts (see below).</p>
<b>Post tuition to classes with this Billing Cycle</b>	<p>Select your <b>Tuition Billing Cycle</b> if you use more than one Billing Cycle. You can only post tuition for one Billing Cycle at a time. This field will default to the Billing Cycle you selected in your <b>Total Hours Discount Settings</b> (<i>Tools &gt; Edit Settings &gt; Tuition Settings</i>).</p>
<b>Billing Cycle start date</b>	<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 &gt; Edit Settings &gt; Drop-down Lists &gt; 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"> <li>• For Weekly Billing Cycles, you can select from 10 previous billing cycles or 15 future billing cycles, including the current billing cycle.</li> <li>• For Monthly or Custom Billing Cycles, you can select from 3 previous billing cycles or 12 future billing cycles, include the current billing cycle.</li> </ul>
<b>Tuition post date</b>	<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

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Select the sessions and classes in this section.

**Class Criteria** — What classes need tuition posted? [?](#)

Optionally, select one or more Sessions and Category 1 values. You can also filter further using Category 2 and Category 3. Sessions and Categories are assigned to classes.

Post to classes with this session  [More...](#)

Post to classes with this Category 1  [More...](#)

Cat 2  Cat 3

**Post to classes with this session**

Select one or more sessions for the Post Tuition Fee batch.

**Post to classes with Category 1, 2, 3**

Select one or more Category 1, Cat 2, Cat 3 to narrow down the classes.



*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

To post tuition fees to all families in the classes you have selected, leave these fields blank.

**Family Criteria** — What families within these classes need tuition posted? [?](#)

To post to all families that match the Class Criteria, leave these fields blank.

Family Search  [Q](#)

Family Location  [More...](#)

Membership Type

ePayment Schedule

**Family Search**

Select a specific family to post tuition fees to by searching their last name.

**Family Location**

Select families from a specific Location to include in the batch.

**Membership Type**

Filter families with the Membership Type you select. The Membership Type is located on the Billing Info tab of the Family record. You can only select one Membership Type per batch.

**ePayment Schedule**

Filter families with the ePayment Schedule you select. The ePayment Schedule is located on the Billing Info tab of the Family record. You can only select one ePayment Schedule per batch.

## Multi-Student Discount Settings

If you are using the *Billing Method = By Total Hours* and have set *Post total hours by to Student*, you can apply multi-student discounts to the tuition fees.

The discount settings will default to what was entered in *Tools > Edit Settings > Tuition Settings > Total Hours Discount Settings*, but can be edited here, for just the batch you are currently creating. See our Help article [Total Hours Discount Settings](#) for explanations of these fields.

**Multi-Student Discount Settings** ?

What type of discount is this?

☐ \$ (Dollars)

☒ % (Percent)

How should the discount be applied? ?

☒ Use the discount rate listed for each student

☐ Add up the students in the family and use the discount rate listed for the total

[See Examples](#)

What are the discounts?

Student 1	Student 2	Student 3	Student 4	Student 5	Student 6
0 %	5 %	5 %	5 %	5 %	5 %

What order do you want to apply the discount? ?

☒ Highest tuition gets lowest discount

☐ Highest tuition gets highest discount

If you selected to use the discount rate listed for each student, you can also choose the order the discounts are applied.

## Additional Settings

There are a number of *Additional Settings* that can be selected when posting tuition fees.

**Additional Settings** ?

☒ Post tuition to active classes only

☐ Post tuition to students with *Enroll Type*=Trial

☐ Post tuition to students with *Enroll Type*=Waitlist

☒ Apply tax to tuition

**Post tuition to active classes only**

When selected, Jackrabbit will pull only classes with a *Status* = **Active** into the tuition batch.

**Post tuition to students with *Enroll Type*=Trial**

When selected, students who have an *Enroll Type* of **Trial** will be included in this tuition billing.

**Post tuition to students with *Enroll Type*=Waitlist**

When selected, students who have an *Enroll Type* of **Waitlist** will be included in this tuition billing.

**Apply tax to tuition**

If you have *Tools > Edit Settings > Organization Defaults > Tax Settings > Tax Tuition Fees* = **Yes**, you'll have the option to apply tax to the batch or not.

If you <b>Prorate Tuition Fees</b> , you'll see two additional options.	<b>Additional Settings</b> <a href="#">?</a> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Post tuition to active classes only</li> <li><input type="checkbox"/> Post tuition to students with Enroll Type=Trial</li> <li><input type="checkbox"/> Post tuition to students with Enroll Type=Waitlist</li> <li><input checked="" type="checkbox"/> Prorate tuition for future enrollments during Billing Cycle <a href="#">?</a></li> <li><input checked="" type="checkbox"/> Prorate tuition for drops during Billing Cycle <a href="#">?</a></li> <li><input checked="" type="checkbox"/> Apply tax to tuition</li> </ul>
<b>Prorate tuition for future enrollments during Billing Cycle</b>	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 &gt; Edit Settings &gt; Organization Defaults &gt; Class Settings</i> ) this option will not display. <b>Note:</b> Future enroll dates are inclusive, i.e. the student is considered in class on that date.
<b>Prorate tuition for drops during the Billing Cycle</b>	When selected, Jackrabbit will prorate tuition for any student that drops during the Billing Cycle. <b>Note:</b> 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

<i>Transaction Type</i> defaults to Tuition Fee.	<b>Transaction Details</b> <a href="#">?</a> <div> Transaction Type: Tuition Fee <span>Transaction Type cannot be changed.</span>  Transaction Subtype: <input type="text"/>  Note: <input type="text"/> </div>
<b>Transaction Type</b>	The <i>Transaction Type</i> of <i>Tuition Fee</i> can not be changed.
<b>Transaction Subtype</b>	Optionally, add a <i>Transaction Subtype</i> to the tuition fee posting. <i>Transaction Subtypes</i> can be created/edited from <i>Tools &gt; Edit Settings &gt; Drop-down Lists &gt; Transaction Sub Types</i> .
<b>Note</b>	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

	See our Help article <a href="#">Post Tuition Fees - Additional Discount</a> for more
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Define an *Additional Discount* to be applied to the tuition fees as well as your other discounting and/or prorating.

detail on these settings.

**Additional Discount** ?

What type of discount is this? ☐ \$ (Dollars)  
☒ % (Percent)

Discount amount

Discount label

## Duplicate Fee Detection

See our Help article [Duplicate Detection in Post Tuition Fees](#) for more details on how this feature works.

Select the ***Use duplicate tuition fee detection*** check box and enter a date range that you would like to check for any possible duplicate fees.

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.

**Duplicate fee detection** — What tuition fees have already been posted? ?

Detect other transactions with a Transaction Type: Tuition Fee for a specific date range. You can select more criteria to filter your search. Any potential duplicate is highlighted in the preview.

☒ Use duplicate tuition fee detection

Check dates from  through:

Transaction Type

Also match on the same