Preview and Post Tuition Fees (Post Tuition Fees Feature)

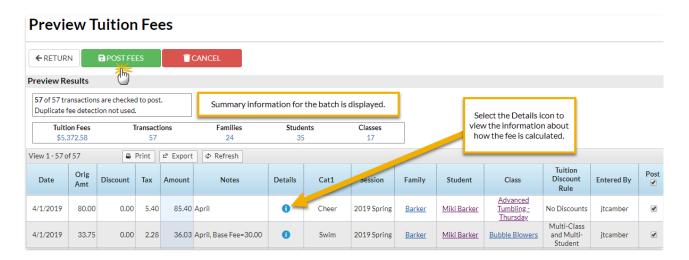
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Once you have selected the criteria and settings that will pull in the families you want to bill, it is time to **Preview Tuition Fees**. Learn more about the criteria and settings for**Post Tuition Fees - By Class** Fee or Post Tuition Fees - By Total Hours

The Post Tuition Fees feature includes a robust preview capability to give you peace of mind; edit or make any necessary changes **before** you push that Post Fees button!

The Preview Tuition Fees page shows the details for how discounts and/or prorating was calculated if applicable. Links are provided to the *Family* record, the *Student* record, and the *Class* record.

When you have reviewed the tuition fees in the preview and are happy that everything is as it should be, click the **Post Fees** button to post the transactions to the family accounts.

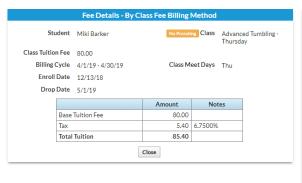




We recommend using <u>Advanced Detection</u> to help avoid billing errors. Detect possible duplicate fees or fees set to post for students who have been enrolled and dropped in a non prorated class during the Billing Cycle.

Fee Details

Select the icon in the Details column to open the fee details.



Stude	nt Elijah Anderson		Class	Ballet 1 - Fri
Class Hours/F	ee 1 hrs / 50.00	Student Total Hours/Fee (all classes)		2 hrs / 90.00
Billing Cyc	de 4/1/19-4/30/19	Class Meet Days		Fri
Enroll Da	te 12/13/18		Closed Dates	0
		Amount	Notes	
B	ase Tuition Fee	50.00	1 of 2 total hrs	
Hour	ours Discount	-5.00		
Fa	amily Discount	-11.25	Facility cleaning	şs
A	dditional Discount	-0.68	ClubMember	
Т	x	2.23	6.7500%	
14	otal Tuition	35.30		

Using the Tuition Fee from the *Class* record (*Summary* tab), the price of the class is \$80.

- No prorating was applied to the fee.
- No discounts were applied to the fee.
- Tax was added to the fee at 6.75%, per your tax settings.

Using the Tuition Fee from the **Fee Schedule**, the base price for a one hour class is \$50 and the price for 2 hours of classes is \$90.

- Elijah takes 2 one hour classes each week and receives the hours discount which is split between the classes*.
- He has a family discount for Facility cleanings and receives an additional 25% (applied after hours discount).
- He receives a Club Member discount of 2% (applied after hours and family discounts).
- Taxes are applied to tuition (after discounts) based on the tax settings.

*Because the 1st class is the same duration as the 2nd class, the hours discount of \$10 is divided equally between the two classes (Base Tuition Fee per class is $50 \times 2 = 100$. Fee for two hours per fee schedule is \$90. \$100 - \$90 = \$10. \$10 ÷ 2 classes = \$5 discount per class.

Posted Fees Confirmation

Once fees are posted to the accounts, you will see a green confirmation box. Use the quick link to view all the tuition fees that were completed and posted in the batch.

Post Tuition Fees

uition Fees	Transactions	Families	Students	Classe
\$5,372.58	57	24	35	17
tuition fees pos	ted in this batch. You can als	so view transactions us	ing <u>Transactions > Sear</u>	<u>ch</u>



If you post a tuition batch in error, use**Delete Tuition Fees**, from the Transactions menu, to delete them.