

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.

Preview Tuition Fees

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Preview Results

57 of 57 transactions are checked to post.
Duplicate fee detection not used.

Summary information for the batch is displayed.

Select the Details icon to view the information about how the fee is calculated.

Tuition Fees	Transactions	Families	Students	Classes
\$5,372.58	57	24	35	17

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Date	Orig Amt	Discount	Tax	Amount	Notes	Details	Cat1	Session	Family	Student	Class	Tuition Discount Rule	Entered By	Post
4/1/2019	80.00	0.00	5.40	85.40	April		Cheer	2019 Spring	Barker	Miki Barker	Advanced Tumbling - Thursday	No Discounts	jtcamber	<input checked="" type="checkbox"/>
4/1/2019	33.75	0.00	2.28	36.03	April, Base Fee=30.00		Swim	2019 Spring	Barker	Miki Barker	Bubble Blowers	Multi-Class and Multi-Student	jtcamber	<input checked="" type="checkbox"/>



We recommend using [Advanced Detection](#) 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.

Fee Details - By Class Fee Billing Method			
Student	Miki Barker	No Prorating	Class Advanced Tumbling - Thursday
Class Tuition Fee	80.00		
Billing Cycle	4/1/19 - 4/30/19	Class Meet Days	Thu
Enroll Date	12/13/18		
Drop Date	5/1/19		
	Amount	Notes	
Base Tuition Fee	80.00		
Tax	5.40	6.7500%	
Total Tuition	85.40		
Close			

Fee Details - By Hours Billing Method			
Student	Elijah Anderson	Class	Ballet 1 - Fri
Class Hours/Fee	1 hrs / 50.00	Student Total Hours/Fee (all classes)	2 hrs / 90.00
Billing Cycle	4/1/19 - 4/30/19	Class Meet Days	Fri
Enroll Date	12/13/18	Closed Dates	0
	Amount	Notes	
Base Tuition Fee	50.00	1 of 2 total hrs	
Hours Discount	-5.00		
Family Discount	-11.25	Facility cleanings	
Additional Discount	-0.68	ClubMember	
Tax	2.23	6.7500%	
Total Tuition	35.30		
Close			

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 \div 2 \text{ 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

← RETURN

Results

Tuition Fees	Transactions	Families	Students	Classes
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✓ Tuition fee posting complete.
Duplicate fee detection not used.

[View all tuition fees posted in this batch.](#) You can also view transactions using [Transactions > Search](#)

Select this link to see a
listing of all transactions
posted in this batch.



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