Tax Tuition and Enrollment Fees

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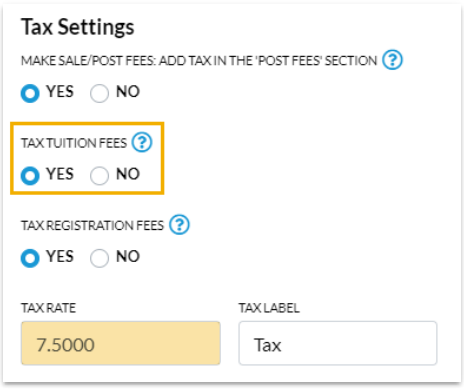
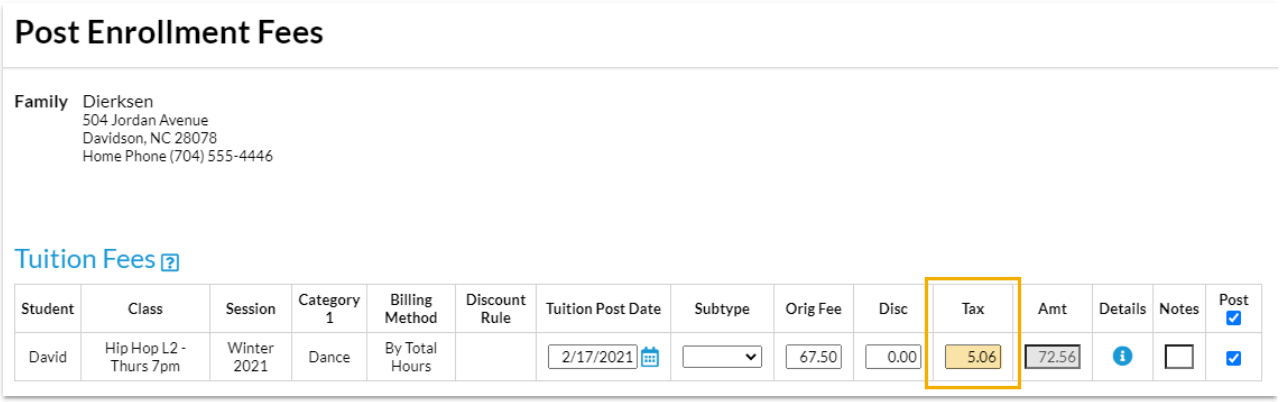
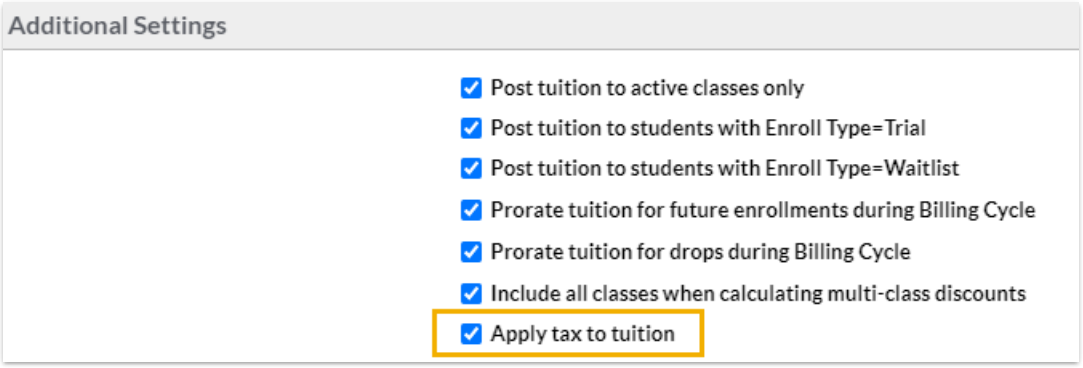
If you charge tax on service fees (class tuition), you'll need to set *Tax Tuition Fees* to **Yes** *(Tools > Edit Settings > Organization Defaults (left menu) > Tax Settings)*. Additionally, you need to add the *Tax Rate* and modify the *Tax Label* when needed.



When *Tax Tuition Fees* is set to **Yes**, the *Post Enrollment Fees* window that opens after a student is enrolled includes a tax field, and the tax is automatically calculated based on the *Tax Rate* entered in *Organization Defaults > Tax Settings*.



Apply Tax when Posting Tuition Fees

When Posting Tuition Fees *(Transactions menu > Post Tuition Fees)* the **Apply tax to tuition** option under *Additional Settings* defaults to checked. Uncheck this box if you do not want to apply taxes to student tuition.