

# 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.

**Tax Settings**  
MAKE SALE/POST FEES: ADD TAX IN THE 'POST FEES' SECTION ?  
☒ YES ☐ NO  
**TAX TUITION FEES** ?  
☒ YES ☐ NO  
**TAX REGISTRATION FEES** ?  
☒ YES ☐ NO  
**TAX RATE**  
7.5000  
**TAX LABEL**  
Tax

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*.

**Post Enrollment Fees**

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**Tuition Fees** ?

Student	Class	Session	Category 1	Billing Method	Discount Rule	Tuition Post Date	Subtype	Orig Fee	Disc	Tax	Amt	Details	Notes	Post
David	Hip Hop L2 - Thurs 7pm	Winter 2021	Dance	By Total Hours		2/17/2021		67.50	0.00	5.06	72.56			<input checked="" type="checkbox"/>

## 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.

**Additional Settings**

☒ Post tuition to active classes only  
☒ Post tuition to students with Enroll Type= Trial  
☒ Post tuition to students with Enroll Type= Waitlist  
☒ Prorate tuition for future enrollments during Billing Cycle  
☒ Prorate tuition for drops during Billing Cycle  
☒ Include all classes when calculating multi-class discounts  
☒ **Apply tax to tuition**

