

Staff Procedures for Trial Enrollments

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You will want to develop a procedure for staff on how you want to handle trials.

If a trial becomes an enrolled student, delete the *Future Drop* date from the class *Enroll List* tab and change the *Enroll Type* to **Trial-Enrolled**. This can also be done from the student's *Classes* tab.

Class: Beginning Tap

Return Save Changes Delete

Class Roll Enroll Student Email Class Enter Absences Post Group Fee Edit Wait List Copy Class Mass Drop Sizes/Measurements Archive Class

Summary Enroll List Drop List Absences Makeups Wait List Instructors Lesson Plan Misc Costumes

Current Enrollment

View 1 - 3 of 3 Print Refresh

#	Student	Age	BirthDt	Levels	Medical	Absent	Enroll Date	Type	Future Drop
1	Pebbles Flintstone	7	1/2/2007			1	8/1/2012	Enrolled	
2	Katie Morton					0	10/9/2014	Trial	10/14/2014
3	Natalie Vanderbilt	3	10/15/2010			0	9/16/2014	Enrolled	

Delete the **Future Drop** date and change the **Enroll Type** to **Trial - Enrolled**. Be sure to **Save Changes**.

If the student doesn't enroll, staff should make sure a *future drop* is in place; and if not, drop the student from the class.



Fees.

If no change is made, and the student remains as *Enroll Type = Trial*, it's possible that the student will be excluded from your tuition posting. This could happen if you always clear the check box for *Post tuition* to students with *Enroll Type = Trial* when using *Post Tuition*