

# Tuition Billing Methods

Jackrabbit provides you with two billing methods for how classes are billed to your students **By Class Fee** and **By Total Hours**.

Each class is assigned a Billing Method which is used to group classes for billing when you **Post Tuition Fees to Multiple Families with the Post Tuition Fees Function**. Billing Methods also control how your classes are **discounted**.

## By Class Fee

Tuition is posted using the amount defined in the *Tuition Fee* field on the *Summary* tab of the *Class* record.

**Class: Hip Hop L2 - Thurs 7pm**

[← RETURN](#) [SAVE CHANGES](#) [DELETE](#)

Class Roll

Email/Text Class

Enter Absences

Absence/Attendance

Post Class Transactions

Copy Class

Mass Drop

Sizes/Measurements

Summary

Enroll List

Drop List

Absences

Makeups

Wait List

Instructors

Lesson Plan

Skills/Levels

Class Name

Hip Hop L2 - Thurs 7pm

Status

Active

Location

EDU

Room

Floor C

Session

Winter 2019

Class Start Date

12/1/2019

End Date

2/28/2020

Registration Start Date

9/1/2019

Days

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Start Time

07:00pm

End Time

07:45pm

Duration

:45

Tuition Fee

67.50

Per-Day

No

Tuition Billing Method

By Class Fee

Exclude from Multi-Class Discount

Tuition Billing Cycle

Monthly

Tuition Discount Rule

Rec Classes

Edit Rule

☒ Prorate Tuition

## By Total Hours

Post tuition based on the *Tuition Fee* assigned on the *Summary* tab of the *Class* record in conjunction with a Fee Schedule you create to define discounts for multiple hours of instruction. [Learn more about the Fee Schedule.](#)

**Class: Ballet L1 - Tues 6pm**

← RETURN SAVE CHANGES DELETE

Class Roll Enroll Student Email/Text Class Enter Absences Absence/Attendance Post Class Transactions Copy Class Mass Drop Sizes/Measurements Archive Class

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

Class Name Ballet L1 - Tues 6pm Status Active

Location EDU Room Studio B

Session Winter 2019

Class Start Date 12/1/2019 End Date 2/28/2020 Registration Start Date 9/1/2019

Days Mon Tue Wed Thu Fri Sat Sun

Start Time 06:00pm End Time 06:30pm Duration :30

Tuition Fee 45.00 Per-Day No

Tuition Billing Method By Total Hours Exclude from Total Hours Count

Tuition Billing Cycle Monthly Prorate Tuition

Total Hours Fee Schedule

	Total Hours	Tuition Fee
1	0.50	45.00
2	0.75	67.50
3	1.00	85.00
4	1.25	105.00
5	1.50	120.00
6	1.75	140.00
7	2.00	160.00

## Important to Note

- The Tuition Billing Method is assigned for each class on the *Summary* tab of the *Class* record. Each class can have only one Billing Method, however, you can use both Billing Methods and assign them to different classes. For example, you may offer recreation classes that are billed by an assigned class fee at the same time as having competitive Team classes that are billed based on the total number of hours in class.
- If you select only one Billing Method for your Tuition Settings, Jackrabbit will assign that method to all existing and future classes and will hide the Tuition Billing Method field on the Class Summary tab.
- If you opt to use both methods, be sure that each *Class* record has a billing method assigned on the *Summary* tab. Classes that do not have a Billing Method assigned will NOT be pulled into tuition posting.

**TIP:** Use **Edit All Classes** from the *Classes* menu with the Search Criteria *Tuition Billing Method* set to = (No Method Specified) to easily locate all classes that don't have a Billing Method assigned and be able to quickly edit them all from one screen.