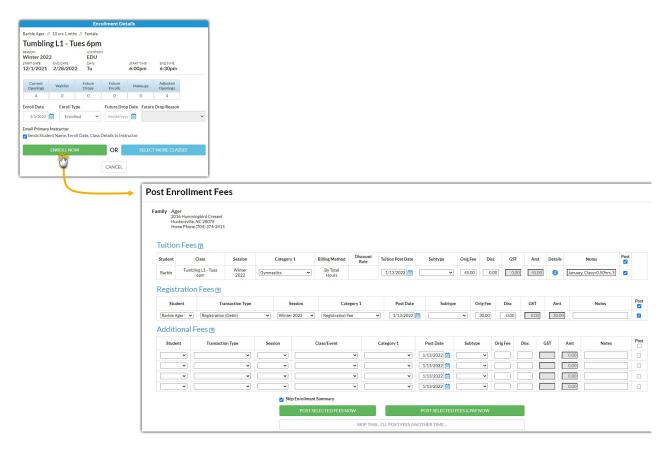
## Post Tuition Fees During Enrollment in Jackrabbit



Permissions control the ability of your Users to see certain data and take specific actions. Before moving forward review **User Permissions for Posting Tuition Fees.** 

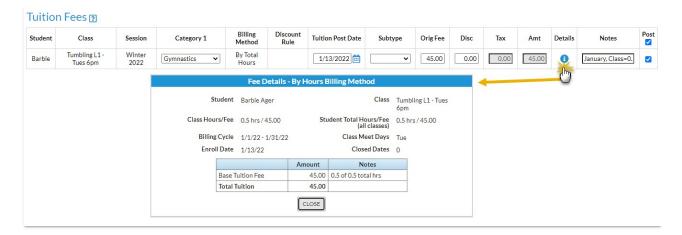
When a student is **enrolled in classes from within Jackrabbit**, i.e. internally, staff can be given the option to post enrollment fees, including tuition fees. A staff person with the required **User Permissions** will be taken to the **Post Enrollment Fees** screen.



When posting tuition fees in the Post Enrollment Fees screen, Jackrabbit uses the settings you've saved in several places to calculate tuition.

- Tax Settings under the Gear (icon) > Settings > General > Organization Defaults (left menu) > Tax Settings.
- Tuition Settings under the Gear (icon) > Settings > Tuition & Discounting.
- Class Settings (Tuition Fee) on the Class Summary tab.

A detailed breakdown of the calculations can be accessed using the icon in the *Details* column in the *Tuition Fees* section.



You can edit the *Tuition Post Date*, *Subtype*, *Orig Fee*, or *Disc* fields as needed. Clear the *Post* checkbox if you do not want to post tuition fees at this time. *Note*: Edits made to the Orig Fee or Disc are not updated in the *Fee Details* window.

The Post Enrollment screen also provides an opportunity to post enrollment fees other than tuition.

## **Registration Fees**

Jackrabbit uses the settings you've saved under the *Gear* icon > *Settings* > *Registration Fees* > *Existing Families* (left menu) to populate the fields in the *Registration Fees* section. See **Post Registration Fees** to learn more about those settings.

You can edit most fields as needed. Clear the *Post* checkbox if you don't want to post the registration fees at this time.



## **Additional Fees**

This section allows you to post fees other than tuition or registration fees, for example, a uniform fee or equipment fee.





It is best practice to select as many applicable details from the drop-downs provided for the additional fees you wish to post. This ensures accurate revenue reporting.

To post the selected fees and complete the enrollment process choose from the following options:

- To print an Enrollment Summary for the family, clear the Skip Enrollment Summary checkbox.
- To post the fees and collect payment at a later time, click the Post Selected Fees button.
- $\bullet \ \ \ \ \, \text{To post the fees and collect payment now, click the} \\ \textbf{Post Selected Fees \& Pay Now} \\ \text{button.}$

If you decide not to post any fees at the moment, click**Skip This...I'll Post Fees Later**.