Post Tuition Fees During Online Registration



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

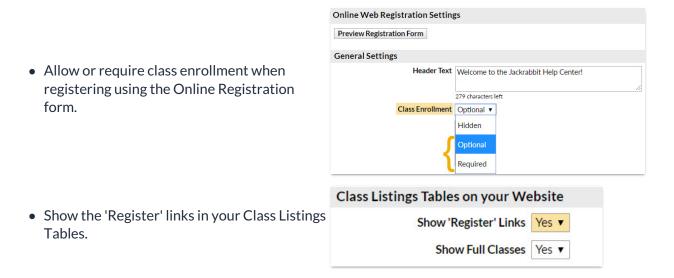
When your organization is using **Online Registration** or **Class Listings Tables** on your website to accept new registrations and class enrollments, you have the option to automatically post the tuition fees for those classes to the family's account.

The fees posted will include any **discounts** or **prorating** you offer based on your Tuition Settings. The calculation also takes into consideration any existing enrollments in the family record, and will use that information when applying multi-class and multi-student discounts.

Required Settings

The following settings must be defined before you can post tuition fees with online registrations.

Go to the Gear (icon) > Settings > Online Registration > Settings (left menu):



Go to the Gear (icon) > Settings > Tuition & Discounting > Tuition Fee Settings > Manage Fee Settings:

• Manage how and when tuition fees are posted.



How it Works

Once the new family has finished adding their information and selecting all of the classes they want to enroll their students in, they will submit the registration. At that time, Jackrabbit calculates the fees and posts them to the family's new account.

The family will see an on-screen confirmation of their registration.



If you are using the **Parent Portal**, you can include a *Go To Parent Portal* button to allow them to access their portals immediately.

An email confirmation is also sent to the family with details of their class enrollments and a listing of the tuition fees (and registration fees if you opt to automatically post them). Any discounts or prorating applied to the tuition is displayed.

-	Jackrabbit I	lelp Center - Cla	ss Registration			
Registration Confirmed	Family: Wall		tal account	n are summ	arized belo	w.
Thank you for registering! You will receive and email confirmation with your registration details shortly.	Fees:					
GO TO PARENT PORTAL	Туре	Student	Class	Orig Amt	Discount	Amount
	Registration	1		35.00		35.00
	Tuition Fee	Georgia Wallace	Tumbling L3 - Wed 7pm	85.00	0.00	
		Coorgio Wollogo	Marshie Minis Dasharra			85.00
	Tuition Fee	Georgia Wallace	Youth Ninja Parkour	85.00	2.00	85.00 83.00

In Jackrabbit, the *Transactions* tab of the *Family* record now includes the tuition fees posted during the registration.

Family: Wallace

Ma	ke Sa	e/Post F	ees Paymer	nt Refund	Statement	Add	Student	Add Conta	ct Arc	hive Family Family Na	me Email	Push Notificatio	on Email Sched	lules
Su	imma	ary	Contacts	Classes	Ev	ents	Transactio	ns Billi	ng Info	Misc No	otes (0)	Files (0)		
/iev	w Trai	nsaction	History Vie	ew Unapplied Cr	edits & Unpa	id Fees								
urre	ent B	alance	265.50					Legend	FE	e/charge Payn	IENT/CREDIT		FEE 📃 UNAP	PLIED CREE
			Date	Туре	Orig Amt	Disc Amt	Amt	Unpaid Amt	Balance	Note	Cat1	Student	Class/Event	User
<i>•</i>	1	S	Date 3/6/2020	Type Registration	-	Disc Amt	Amt 35.00		Balance 265.50		Cat1 Registration Fee	Student	Class/Event	User Online
<i>i</i>	-	ତ ତ			Amt	Disc Amt		Amt		Marsh Multi Class	Registration	Student Georgia Wallace	Class/Event Youth Ninja Parkour	10.000
	1		3/6/2020	Registration	Amt 35.00		35.00	Amt 35.00	265.50	March, Multi-Class Disc=2.00	Registration Fee	Georgia	Youth Ninja	Online