

Lesson #9.2 - Post Tuition Fees for Classes with By Total Hours Billing Method

Discount Settings for Classes Billed By Total Hours

If you use **Billing Method By Total Hours** you will set up a **Fee Schedule** and, optionally, a **Multi-Student Discount**.

You can add and edit your "Total Hours" Discount Settings in *Tuition Settings*.

1. Go to the **Gear** (icon) > **Settings** > **Tuition & Discounting**.
2. Click **+ Edit Fee Schedule** (button) in the Tuition Billing Settings to create or edit your Fee Schedule.
3. Click **Update Now** in the *Update Total Hours Discount Settings* section to select a **Billing Cycle** and set up discounts.



If you don't see the +Edit Fee Schedule or Update Total Hours Discount Settings options it may be that your system is currently only set to use the By Class Fee Billing Method. These options are only available when you bill your classes By Total Hours.

Select Billing Cycle You Use for Total Hours Billing

When you bill By Total Hours you can only use one Billing Cycle. Typically, Monthly is selected which means you bill monthly based on the number of hours a student or family is in class per week.

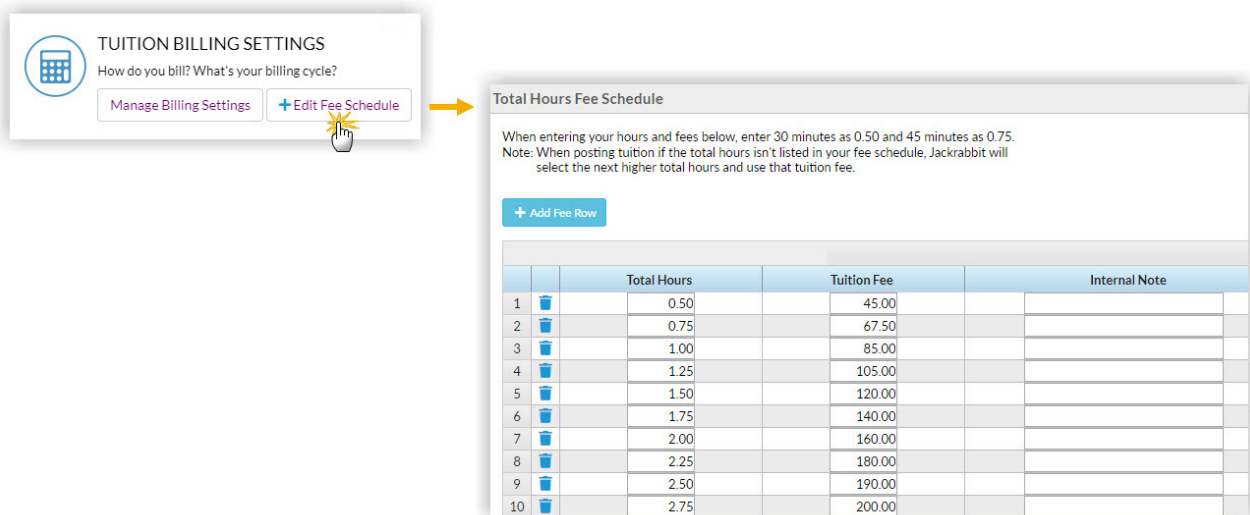
Set up Discount (Multi-Student)

- How should the multi-student discounts be applied?
- Specify a unit for this discount
- Total Tuition Discount Method

Fee Schedule for By Total Hours Billing

If you post tuition by adding up the hours spent in classes (**Billing Method - By Total Hours**), you will create a **Total Hours Fee Schedule** that outlines how much you charge for each hour increment. Jackrabbit will add up the hours in class, either by student or by family, and look to the Fee Schedule to locate the corresponding fee for the number of hours.

Your Fee Schedule is created and edited from the **Gear (icon) > Settings > Tuition & Discounting > Tuition Billing Settings**. Select **+ Edit Fee Schedule** (button) in the **Tuition Billing Settings** to create or edit your Fee Schedule.



The screenshot shows the 'TUITION BILLING SETTINGS' interface. A hand cursor is clicking the '+ Edit Fee Schedule' button. An arrow points to the 'Total Hours Fee Schedule' table. The table has columns for 'Total Hours', 'Tuition Fee', and 'Internal Note'. The rows show increments from 0.50 to 2.75 hours with corresponding tuition fees from 45.00 to 200.00.

		Total Hours	Tuition Fee	Internal Note
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	
8	🗑️	2.25	180.00	
9	🗑️	2.50	190.00	
10	🗑️	2.75	200.00	



The Fee Schedule is based on the **number of hours in class per week**. It is extremely important that you set the class Tuition Fee and the Fee Schedule to reflect the rates associated with whatever **Tuition Billing Cycle** you've decided to use. These classes can't be prorated due to having a fee

schedule in place.

☐ Fee Schedule Example

Important to Note

- If you don't see the + Edit Fee Schedule option in your Tuition Settings it may be that your system is currently only set to use the By Class Fee Billing Method. The Fee Schedule is only available when you bill your classes By Total Hours.
- It is only possible to have one Fee Schedule at a time.
- Only one Billing Cycle can be used for your classes billed By Total Hours.
- When entering part hours in the Fee Schedule enter 15 minutes as .25, 30 minutes as .50, and 45 minutes as .75.
- When posting tuition, if the total hours aren't listed in your fee schedule Jackrabbit will select the next higher total hours and use that tuition fee.

The Post Tuition Fees Feature - Your #1 Tool for Tuition Posting

Post Tuition Fees, located under the *Transactions* menu, is a powerful tool that allows you to post tuition fees to more than one family at a time. It can also be used to post tuition to a single family or to a specific class.

The tuition fees can be posted immediately (**Post Now**) or scheduled to post at a future date and time (**Post Later**).

The flexibility of the Post Tuition Fees feature makes it an essential tool for posting tuition!

- ★ Jackrabbit does the heavy lifting and calculates all discounting and prorating according to your [Tuition Settings](#).
- ★ Prevent tuition fee posting errors with Jackrabbit's [Advanced Detection](#).
- ★ Automate! Schedule the posting of your tuition fees. Learn more about [Automated Tuition Fee Posting](#).



Permissions control a User's ability to view certain data or perform certain actions. Before moving forward review [User Permissions - Post Tuition Fees to Multiple Families at Once](#)

The Post Tuition Fees Process

The Post Tuition Fees feature can be used to post to classes with either [Tuition Billing Method](#) (By Class Fee or By Total Hours).

Some settings are different between the two methods, but the process is the same (learn about each setting/criteria below):

1. Use the **Post Setting** to determine whether you want to post fees now or post fees later.
2. Select your **Billing Settings** (Billing Method, Billing Cycle, and Tuition Posting Date).
3. Choose your **Class Criteria, Family Criteria, Multi-Student Discount Settings** (By Total Hours only), and **Additional Settings**. Add **Transaction Details** and define any **Additional Discount** you may want to apply to the posting.
4. Set your preferences for **Advanced Detection**.
5. Preview the tuition fees and make any changes needed. Learn more about the [Preview Tuition Fees page](#).
6. **Post Now** or **Post Later** based on the *Post Setting* you selected in Step 1.



Before using Post Tuition Fees, you must first review and define your [Tuition Settings](#) to tell Jackrabbit what discounts and/or prorating apply to the fees.

Post Tuition Fees Settings & Criteria Explained

Expand each section to learn more about the settings and criteria involved in the Post Tuition Fees process.

[Expand/Collapse All](#)

[Post Setting](#)

[Billing Settings](#)

[Class Criteria](#)

- Family Criteria
- Multi-Student Discount Settings
- Additional Settings
- Transaction Details
- Additional Discount
- Advanced Detection
- Frequently Asked Questions

Advanced Detection (Post Tuition Fees Feature)


Reduce billing errors! **Advanced Detection** in **Post Tuition Fees** is a tool designed to identify tuition fees that may have already been posted (duplicate tuition fees). It can also alert you to any fees that are set to post for a student who was enrolled and dropped during the Billing Cycle due to an administrative error, as an example (dropped student fees).

The Advanced Detection settings offer several options. The selections you make here will determine which fees are brought to your attention (highlighted) and which fees are selected to post on the **Preview Tuition Fees page** that is generated when the *Preview Fees* button is selected. The reason for being detected as a duplicate or drop is included in the preview results.

The screenshot shows the 'Advanced Detection' settings form. It includes the following options:

- Detect duplicate tuition fees:** Detect
- Match on Student plus:** Class, Category 1, Transaction Subtype
- Detect dropped student fees:** Detect
- Post Fees to detected duplicates?:** Yes, No
- Post Fees to detected dropped students?:** Yes, No
- Check dates from:** 6/1/2021 through: 6/30/2021

A callout box points to the 'Transaction Subtype' checkbox with the text: 'Transaction Subtype is only an option if one was added in the Transaction Details.'

<p>Detect duplicate tuition fees</p>	<p>Select the Detect checkbox to enable duplicate detection. Jackrabbit will search for fees with the <i>Transaction Type = Tuition Fee</i> that have already been posted to a family's account for the same student during the chosen time frame.</p> <p>If you enable detection, tell Jackrabbit whether or not you want to <i>Post Fees to detected duplicates</i>. You'll also be given the option to <i>Match on Student plus Class, Category 1, and/or Transaction Subtype</i> (if one was entered in the <i>Post Tuition Fees - Transaction Details</i>).</p>
<p>Match on Student plus</p>	<p>Optionally have Jackrabbit also include the Class and/or Category 1 in the criteria for a duplicate fee. The tuition fee for a student must have the same Class/Category 1 to be considered a duplicate.</p> <p>Note: If you select a <i>Transaction Subtype</i> in the <i>Transaction Details</i> section, the <i>Transaction Subtype</i> will display as a checkbox below Category 1.</p>
<p>Detect dropped student fees</p>	<p>Select the Detect checkbox to have Jackrabbit identify fees set to post to a student who was enrolled <i>and</i> dropped in a <u>non-prorated class</u> during the Billing Cycle.</p> <p></p> <p>Dropped student fees are not detected for prorated classes because Jackrabbit already considers the student enroll and drop dates when prorating the fee according to your Tuition Settings (Prorating Options).</p>
<p>Check dates from</p>	<p>Enter the Check dates from and through to define the time frame to be searched. The system checks for tuition fees posted for the time frame you select.</p> <p>Note: When you have selected Post Later, the check dates from and through fields default to the first and last day of the Billing Cycle selected and are not editable.</p>

The Preview Tuition Fees page will display a legend for any fees that have been detected and the rows will be highlighted according to the legend.

Preview Tuition Fees

TRANSACTIONS	TOTAL AMOUNT	FAMILIES	STUDENTS	CLASSES
3	195.00	3	3	3
<small>Total Fees</small>	<small>Currency</small>	<small>Total Families</small>	<small>Total Students</small>	<small>Total Classes</small>

3 Selected [CLEAR SELECTIONS](#)

Legend

■ Duplicate Tuition Fee
 ■ Dropped Student Fee
 ■ Dropped & Duplicate

<input type="checkbox"/>	TRANSACTION DATE	FEE	DISCOUNT	AMOUNT	FAMILY	STUDENT	CLASS	SESSION	DETAILS
<input type="checkbox"/>	Mar 1, 2022	65.00	0.00	65.00	Carter	Austin Carter	Ballet - Mon 6pm	Spring 2022	Details
<input checked="" type="checkbox"/>	Mar 1, 2022	81.25	16.25	65.00	Woodland	Cheryl Woodland	Jazz - Tues 7pm	Spring 2022	Details
<input type="checkbox"/>	Mar 1, 2022	65.00	0.00	65.00	Reed	Maddox Reed	Hip Hop - Wed 7pm	Spring 2022	Details
<input checked="" type="checkbox"/>	Mar 1, 2022	65.00	0.00	65.00	Ager	Dani Ager	Ballet - Mon 6pm	Spring 2022	Details
<input checked="" type="checkbox"/>	Mar 1, 2022	65.00	0.00	65.00	Morris	Toby Morris	Hip Hop - Wed 7pm	Spring 2022	Details

- When you have opted to Post Now in the *Post Tuition Fees - Post Setting*, the checkboxes in the first column of the grid will reflect the selections you made in the *Advanced Detection* settings, however, they can be changed at this point if needed.
- When you have opted to Post Later in the *Post Tuition Fees - Post Setting*, the checkboxes in the first column are disabled. Any changes must be made on the main *Post Tuition Fees* page.

The legend in the above screenshot shows the highlighting for three different scenarios:

Duplicate Tuition Fee

A tuition fee for this student has already been posted to the Family account during the time frame defined for detection.

Example

Austin Carter was enrolled into Ballet - Mon 6pm and his March tuition fee was posted at that time of enrollment. Later that week, another staff person ran Post Tuition Fees for the March Billing Cycle and Austin was included causing a duplicate transaction.

Dropped Student Fee

This student was enrolled and dropped or transferred from a non-prorated class during the Billing Cycle.

Example

Cheryl Woodward was enrolled in Jazz - Tues 7pm on March 1st by a staff member in error. On March 2nd the staff member realized their error and dropped Cheryl from the class without deleting the enrollment. Later that week another staff member ran Post Tuition fees for the March Billing Cycle and Cheryl was included because she had been enrolled in the class during the Billing Cycle. The row for her tuition is highlighted to alert you to the drop so that you can avoid a billing error.

Dropped & Duplicate

This student was enrolled and dropped from a non-prorated class during the Billing Cycle and a tuition fee has already been posted to the Family account during the time frame defined for detection.

Example

On March 1 Maddox Reed was enrolled in Hip Hop - Wed 7pm by mistake and the tuition fee was posted at that time. This administrative error was discovered on March 2nd and Maddox was dropped from the class. Later that week, another staff person ran Post Tuition Fees for March, and Maddox was included causing a duplicate transaction. The row for Maddox's tuition is highlighted as both a duplicate fee and a dropped student fee.



Fixed Fees will always be displayed as possible duplicates within the selected date range. Be sure to check a fixed fee was not previously posted to a family account before you post the tuition fees. Be sure to double-check the fee type is set to Tuition Fee.

The Preview Tuition Fees Page (Post Tuition Fees Feature)

The **Post Tuition Fees feature** includes a robust preview capability to give you peace of mind. Review the fees that are set to post based on the settings and criteria you've selected. Have the chance to make any necessary changes before you push the Post Now or Post Later button!



Preview Tuition Fees can also be used as a revenue forecasting tool...just because you preview it doesn't mean you have to post it!

The Preview Tuition Fees page has several features:

Preview Tuition Fees

← RETURN POST NOW

TRANSACTIONS TOTAL AMOUNT FAMILIES STUDENTS CLASSES

3 **195.00** **3** **3** **3** **1**

Total Fees Currency Total Families Total Students Total Classes

Adjust columns Export to Excel

3 Selected CLEAR SELECTIONS

Legend

Duplicate Tuition Fee
 Dropped Student Fee
 Dropped & Duplicate
 Omitted

	TRANSACTION DATE	FEE	DISCOUNT	AMOUNT	FAMILY	STUDENT	CLASS	DUP REASON	DETAILS
<input type="checkbox"/>	Mar 1, 2024	65.00	0.00	65.00	Carter	Austin Carter	Ballet - Mon 6pm	Student, Class	Details
<input checked="" type="checkbox"/>	Mar 1, 2024	81.25	16.25	65.00	Woodland	Cheryl Woodland	Jazz - Tues 7pm	Student, Class	Details
<input checked="" type="checkbox"/>	Mar 1, 2024	65.00	0.00	65.00	Reed	Maddox Reed	Hip Hop - Wed 7pm	Student, Class	Details
<input type="checkbox"/>	Mar 1, 2024	65.00	0.00	65.00	Ager	Dani Ager	Ballet - Mon 6pm		Details
<input checked="" type="checkbox"/>	Mar 1, 2024	65.00	0.00	65.00	Morris	Toby Morris	Hip Hop - Wed 7pm		Details

1 A data summary provides at a glance the totals for the tuition fees to be posted. This data is dynamic; it will update each time a fee is selected or deselected for posting.

When **Advanced Detection** is enabled in the Post Tuition Fees - Advanced Detection Settings, a legend will explain the highlighted fees:

- 2**
 - Duplicate Tuition Fee** - A fee with the Transaction Type = Tuition Fee has already been posted to the family's account for the same student during the chosen time frame.
 - Dropped Student Fee** - The fee is set to post to a student enrolled and dropped from a non-prorated class in the same Billing Cycle.
 - Dropped & Duplicate** - A fee with the Transaction Type = Tuition Fee has already been posted to the family's account for the same student who was enrolled and dropped in the same Billing Cycle (non-prorated class).

The **Dup Reason** column lists the reason for the duplication.

If a family has been omitted from the posting with the **Omit Family from Transactions > Post Tuition Fees** on the Billing Info tab of their *Family* record, they will be highlighted in teal as explained in the legend.

3 The first column in the grid indicates which fees are set to post. When you have opted to Post Now in the Post Tuition Fees - Post Setting, the checkboxes in this column will reflect the selections you made in the Advanced Detection settings. However, they can be changed here if needed. When you opt to Post Later, the checkboxes in this column are disabled.

4 Hyperlinks are provided to access the Family, Student, or Class records quickly.

In the Details column, click the link to see details of how the fees were calculated.

5

Fee Details - By Class Fee Billing Method

Student Maddox Reed No Prorating Class Hip Hop - Wed 7pm

Class Tuition Fee 65.00

Billing Cycle 3/1/24 - 3/31/24 Class Meet Days Wed

Enroll Date 2/24/24

Drop Date 3/22/24

	Amount	Notes
Base Tuition Fee	65.00	
Total Tuition	65.00	

CLOSE

Once you have reviewed the tuition fees in the preview and are happy that everything is as it should be, it's time to post the fees.

The post option that displays is determined by the Post Tuition Fees - Post Setting you've selected

Preview Tuition Fees

← RETURN POST NOW

With the **Post Now** button, the tuition fees will post to your families on the spot. The fees are posted to the family's accounts immediately, and the current balance on their account is updated to include these fees.

Once fees are posted to the accounts, you will see a green confirmation box. A link will take you to a listing of all the tuition fees that were completed and posted.

Preview Tuition Fees

← RETURN POST LATER

The **Post Later** button opens the Schedule Tuition Fee Task window, where you'll define when and how often you want this posting to run.

[Learn more about Automated Tuition Fee Posting](#)

Expand/Collapse All

[Frequently Asked Questions](#)

QUIZ - Lesson #9.2 - Post Tuition Fees (By Total Hours Billing Method)

When you have worked through all of the articles outlined in the lesson, select the Take the Quiz button to be taken to the Lesson #9.2 Quiz where you can test your understanding of the concepts in this lesson. You will be asked to enter an email address for quiz results to be sent. The quiz includes Review questions.

Quiz #9.2 - Post Tuition Fees (By Total Hours Billing Method)

TAKE THE QUIZ

Number of Questions	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
8	8	7	6	5

- [Return to Lesson #9 - Tuition Fees](#)
 - [Return to Supervisors and Managers Menu to continue to next lesson](#)
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-