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