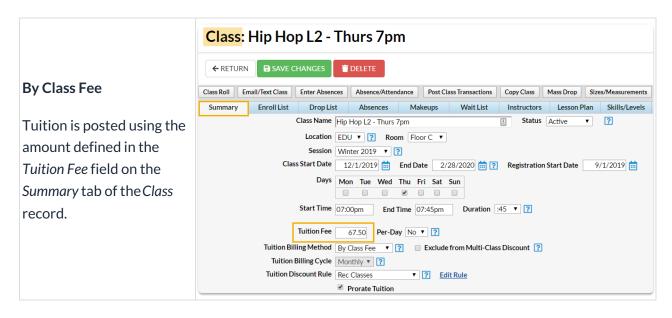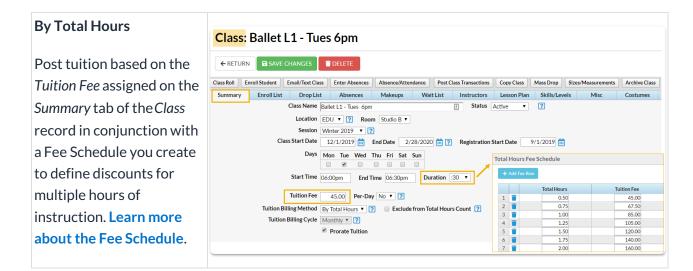# Tuition Billing Methods

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.	

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

+ Add Fee Row

		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.