

Prorate Tuition Fees

Jackrabbit offers the ability to automatically prorate tuition fees for the following situations:

- Students who enroll after a Billing Cycle has started.
- Students who have a future drop scheduled before the end of a Billing Cycle.
- Classes fall on a day your facility is closed (Closed Date).
- Classes that meet more than the standard number of times (4) in a month (for By Class Fee Billing Method classes only).



Prorating can be 'turned off' for individual classes in the *Class* record on the *Summary* tab, allowing you to prorate some classes while not prorating others.

Prorating Options (Settings)

From the *Gear (icon)* > *Settings* > *Tuition & Discounting* > *Prorating Options* > *Manage Options (button)*, the following settings control how Jackrabbit prorates tuition.

Note: Jackrabbit considers a month to be four weeks. For a class that meets once a week, the standard number of classes for that week is four. For classes that meet twice a week, the standard number of classes for that month would be eight.

Setting	Example	Yes or No?
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Do you prorate (post partial tuition)?

- Your Billing Cycle is monthly (Jackrabbit considers a month as 4 weeks).
- Class meets once per week.
- A student enrolls in the class in the middle of the cycle and will only attend 2 of the 4 classes.

Answer **Yes** if you want Jackrabbit to prorate the tuition fees, posting only 1/2 of the full month's tuition fee.

Answer **No** if you want Jackrabbit to disregard the enrollment date and post the full month's tuition fee.

Do you prorate tuition when a class lands on a Closed Date?

- Your Billing Cycle is monthly.
- Class meets once per week.
- Your facility is closed on one of the class meeting dates during the month.

TIP: You can exclude a Closed Date for prorating. From the *Gear (icon) > Settings > General > Closed Dates (left menu)* edit the Closed Date you want to omit and clear the *Prorate Tuition* checkbox.

Answer **Yes** if you want Jackrabbit to prorate the fees using the per class rate to determine how much to reduce the month's tuition fee. The per class rate is calculated using the Tuition Fee from the *Summary* tab of the *Class* record.

Answer **No** if you want Jackrabbit to disregard the Closed Date and post the full month's tuition fee.

When tuition is prorated, do you also prorate the discounts (multi-class, multi-student, family discount)?

- A family has one student taking classes.
- Halfway through the month, they enroll a second student into a class with a tuition fee of \$100, which meets once per week.
- The tuition for the second student is prorated to account for them only attending 1/2 of the classes in the month and the fee is posted as \$50 (\$100 / 4 classes in the month = \$25 per class x 2 classes

Answer **Yes** to have Jackrabbit prorate the discount. The \$5.00 multi-student discount is divided by the 4 classes in the month to get a per class proration rate of \$1.25. Since the student will be eligible to attend 2 classes in the month, the proration is calculated to \$2.50 (\$1.25 x 2). The tuition fee would post as \$47.50 (\$50 - \$2.50).

attended).

- You offer a \$5 discount for the second student in a family.

Answer **No** to have Jackrabbit apply the full \$5 discount to the prorated tuition fee for the second student. The tuition fee would post as \$45 (\$50 - \$5).

When using the Billing Method of By Class Fee, do you charge extra when a class meets more than the standard number of days in a monthly Billing Cycle?

- Your Billing Cycle is monthly.
- Class meets on Mondays and the current Billing Cycle has five Mondays.
- The tuition fee for the class is \$100.

Answer **Yes** to have Jackrabbit charge an additional fee to account for the extra class meeting date. The per class rate is \$25 (\$100 / 4). The prorated tuition fee would be posted as \$125 (\$25 x 5).

Answer **No** to have Jackrabbit disregard the extra class meeting date and charge the monthly tuition fee of \$100.



To calculate prorated tuition, each class must have the following information on the Summary tab of the Class record: Class Start and End dates (if you bill by Session, prorating uses the start/end date of the Session found under the Gear menu > Settings > Drop-down Lists left menu > Class > Session); a **Tuition Billing Method**; a **Tuition Billing Cycle**; a **Tuition Discount Rule** when Tuition Billing Method = By Class Fee; the Prorate Tuition checkbox selected.