

Post Tuition Fees During Enrollment in Jackrabbit



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

When a student is **enrolled in classes from within Jackrabbit** i.e. internally, staff can be given the option to post enrollment fees, including tuition fees. A staff person with the required **User Permissions** will be taken to the **Post Enrollment Fees** screen.

Enrollment Details
Barbie Ager // 10 yrs 1 mths // Female
Tumbling L1 - Tues 6pm
SESSION: Winter 2022 LOCATION: EDU
START DATE: 12/1/2021 END DATE: 2/28/2022 DAYS: Tu START TIME: 6:00pm END TIME: 6:30pm
Current Openings: 4 Waitlist: 0 Future Drops: 0 Future Enrolls: 0 Makeups: 0 Adjusted Openings: 4
Enroll Date: 1/13/2022 Enroll Type: Enrolled Future Drop Date: Future Drop Reason:
Email Primary Instructor: Sends Student Name, Enroll Date, Class Details to Instructor
ENROLL NOW OR **SELECT MORE CLASSES**
CANCEL

Post Enrollment Fees
Family Ager
2016 Hummingbird Crescent
Huntersville, NC 28079
Home Phone (704) 374-2415

Tuition Fees

Student	Class	Session	Category 1	Billing Method	Discount Rule	Tuition Post Date	Subtype	Orig Fee	Disc	GST	Amt	Details	Notes	Post
Barbie	Tumbling L1 - Tues 6pm	Winter 2022	Gymnastics	By Total Hours		1/13/2022		45.00	0.00	0.00	45.00		January, Class=0.50hrs, S	<input checked="" type="checkbox"/>

Registration Fees

Student	Transaction Type	Session	Category 1	Post Date	Subtype	Orig Fee	Disc	GST	Amt	Notes	Post
Barbie Ager	Registration (Debit)	Winter 2022	Registration Fee	1/13/2022		30.00	0.00	0.00	30.00		<input checked="" type="checkbox"/>

Additional Fees

Student	Transaction Type	Session	Class/Event	Category 1	Post Date	Subtype	Orig Fee	Disc	GST	Amt	Notes	Post
					1/13/2022					0.00		<input type="checkbox"/>
					1/13/2022					0.00		<input type="checkbox"/>
					1/13/2022					0.00		<input type="checkbox"/>
					1/13/2022					0.00		<input type="checkbox"/>


Skip Enrollment Summary
POST SELECTED FEES NOW **POST SELECTED FEES & PAY NOW**
SKIP THIS...I'LL POST FEES ANOTHER TIME...

When posting tuition fees in the Post Enrollment Fees screen, Jackrabbit uses the settings you've saved in several places to calculate tuition.

- **Tax Settings** under the *Gear (icon) > Settings > General > Organization Defaults (left menu) > Tax Settings*.
- **Tuition Settings** under the *Gear (icon) > Settings > Tuition & Discounting*.
- **Class Settings** (Tuition Fee) on the *Class Summary tab*.

A detailed breakdown of the calculations can be accessed using the icon in the *Details* column in the *Tuition Fees* section.

Tuition Fees [?](#)

Student	Class	Session	Category 1	Billing Method	Discount Rule	Tuition Post Date	Subtype	Orig Fee	Disc	Tax	Amt	Details	Notes	Post
Barbie	Tumbling L1 - Tues 6pm	Winter 2022	Gymnastics	By Total Hours		1/13/2022		45.00	0.00	0.00	45.00		January, Class=0.	<input checked="" type="checkbox"/>

Fee Details - By Hours Billing Method

Student: Barbie Ager Class: Tumbling L1 - Tues 6pm

Class Hours/Fee: 0.5 hrs / 45.00 Student Total Hours/Fee (all classes): 0.5 hrs / 45.00

Billing Cycle: 1/1/22 - 1/31/22 Class Meet Days: Tue

Enroll Date: 1/13/22 Closed Dates: 0

	Amount	Notes
Base Tuition Fee	45.00	0.5 of 0.5 total hrs
Total Tuition	45.00	

You can edit the *Tuition Post Date*, *Subtype*, *Orig Fee*, or *Disc* fields as needed. Clear the *Post* checkbox if you do not want to post tuition fees at this time. **Note:** Edits made to the *Orig Fee* or *Disc* are not updated in the *Fee Details* window.

The Post Enrollment screen also provides an opportunity to post enrollment fees other than tuition.

Registration Fees

Jackrabbit uses the settings you've saved under the *Gear* icon > *Settings* > *Registration Fees* > *Existing Families* (left menu) to populate the fields in the *Registration Fees* section. See [Post Registration Fees](#) to learn more about those settings.

You can edit most fields as needed. Clear the *Post* checkbox if you don't want to post the registration fees at this time.

Registration Fees [?](#)

Student	Transaction Type	Session	Category 1	Post Date	Subtype	Orig Fee	Disc	Tax	Amt	Notes	Post
Barbie Ager	Registration (Debit)	Winter 2022	Registration Fee	1/13/2022		30.00	0.00	0.00	30.00		<input checked="" type="checkbox"/>

Additional Fees

This section allows you to post fees other than tuition or registration fees, for example, a uniform fee or equipment fee.

Additional Fees [?](#)

Student	Transaction Type	Session	Class/Event	Category 1	Post Date	Subtype	Orig Fee	Disc	Tax	Amt	Notes	Post
Barbie Ager	Merchandise (Debit)	Winter 2022	Tumbling L1 - Tues 6pm	Gymnastics	1/13/2022		25.00		0.00	25.00	bodysuit	<input checked="" type="checkbox"/>



It is best practice to select as many applicable details from the drop-downs provided for the additional fees you wish to post. This ensures accurate revenue reporting.

To post the selected fees and complete the enrollment process choose from the following options:

- To print an *Enrollment Summary* for the family, clear the **Skip Enrollment Summary** checkbox.
- To post the fees and collect payment at a later time, click the **Post Selected Fees** button.
- To post the fees and collect payment now, click the **Post Selected Fees & Pay Now** button.

If you decide not to post any fees at the moment, click **Skip This...I'll Post Fees Later**.
