Posting Tuition Fees

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**.

Tuition fees, the lifeblood of your business. More often than not, tuition fees require adjustments before they are posted to an account. Jackrabbit makes it easy for you, we do all the math and make the adjustments automatically!

It's important to answer these questions before you make decisions on where and how to post your tuition fees:

- ⭐ **Tuition Settings** - How often will you post tuition fees (*Billing Cycle*)? Will you charge tuition based on the cost per class (*By Class Fee*) or based on the number of hours of class instruction (*By Total Hours*)? **Learn how to define and set your tuition settings**
- ⭐ **Discounting** - Do you offer discounts for multiple students in a family taking classes, students who take multiple classes, or other types of discounts? **Learn about discounting tuition fees**.
- ⭐ **Prorating** - Do you prorate tuition fees for students who enroll after a billing cycle has started, when your facility is closed, when a class meets more than the standard number of times in a month (4)? **Learn about prorating tuition fees**.
- ⭐ **Fixed Fees** - Do you have students or families with special tuition arrangements? Student Fixed Fees and Family Fixed Fees allow you to override all tuition posting calculations and just post a set amount per billing period. **Learn about Fixed Fees**.

Ready? Set? Post Those Tuition Fees!

There are many ways to post tuition fees in Jackrabbit. This section was designed to help you understand your options and provide you with information and step-by-step instructions.

	The Post Tuition Fees Feature - Your #1 Tool for Tuition Posting	Post tuition fees to one family, one class, or to multiple families at one time with **Post Tuition Fees** from the *Transactions* menu. Post the fees on the spot or schedule them to post later.
	Post Tuition During Enrollment in Jackrabbit	When you are enrolling students into classes directly into Jackrabbit, you can choose to post tuition as part of the process.
	Post Tuition During Online Registration	You can select your Online Registration settings so that tuition is posted automatically for class enrollments.

	Post Tuition with Parent Portal Enrollments	When parents enroll students in classes in the Parent Portal, you can set whether or not you want the tuition fees posted.
	Post Tuition using Make Sale/Post Fees	Tuition fees can be posted to an individual family, but discounting and prorating are not automatically applied.

Review recently posted tuition fees using **Recent Transactions > Tuition Fees** under the *Transactions* menu.