

# Tuition Billing Methods

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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.

### Class: Hip Hop L2 - Thurs 7pm

← RETURN

SAVE CHANGES

DELETE

Class Roll Email/Text Class Enter Absences Absence/Attendance Post Class Transactions Copy Class Mass Drop Sizes/Measurements

Summary Enroll List Drop List Absences Makeups Wait List Instructors Lesson Plan Skills/Levels

Class Name Hip Hop L2 - Thurs 7pm Status Active

Location EDU Room Floor C

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 07:00pm End Time 07:45pm Duration :45

Tuition Fee 67.50 Per-Day No

Tuition Billing Method By Class Fee Exclude from Multi-Class Discount

Tuition Billing Cycle Monthly

Tuition Discount Rule Rec Classes Edit Rule

Prorate Tuition

## 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

	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.