

Post Tuition Fees During Online Registration

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

When your organization is using [Online Registration](#) or [Class Listings Tables](#) on your website to accept new registrations and class enrollments, you have the option to automatically post the tuition fees for those classes to the family's account.

The fees posted will include any [discounts](#) or [prorating](#) you offer based on your Tuition Settings. The calculation also takes into consideration any existing enrollments in the family record, and will use that information when applying multi-class and multi-student discounts.

Required Settings

The following settings must be defined before you can post tuition fees with online registrations.

Go to the **Gear** (icon) > **Settings** > **Online Registration** > **Settings** (left menu):

- Allow or require class enrollment when registering using the Online Registration form.

Online Web Registration Settings

Preview Registration Form

General Settings

Header Text: Welcome to the Jackrabbit Help Center! (279 characters left)

Class Enrollment: Optional (dropdown menu with options: Hidden, Optional, Required)

- Show the 'Register' links in your Class Listings Tables.

Class Listings Tables on your Website

Show 'Register' Links: Yes (dropdown menu)

Show Full Classes: Yes (dropdown menu)

Go to the **Gear** (icon) > **Settings** > **Tuition & Discounting** > [Tuition Fee Settings](#) > **Manage Fee Settings**:

- Manage how and when tuition fees are posted.

TUITION FEE SETTINGS

Manage how and when tuition fees are posted to your customer accounts.

Manage Fee Settings

How it Works

Once the new family has finished adding their information and selecting all of the classes they want to enroll their students in, they will submit the registration. At that time, Jackrabbit calculates the fees and posts them to the family's new account.

The family will see an on-screen confirmation of their registration.



If you are using the [Parent Portal](#), you can include a *Go To Parent Portal* button to allow them to access their portals immediately.

An email confirmation is also sent to the family with details of their class enrollments and a listing of the tuition fees (and registration fees if you opt to automatically post them). Any discounts or prorating applied to the tuition is displayed.

The image shows two screenshots. The left screenshot is a confirmation page with a rabbit mascot, the text "Registration Confirmed", a green message box saying "Thank you for registering! You will receive an email confirmation with your registration details shortly.", and a blue button labeled "GO TO PARENT PORTAL". An arrow points to the right screenshot, which is a summary page titled "Jackrabbit Help Center - Class Registration". It includes a link to access the portal account, the family name "Wallace", and a table of fees.

Type	Student	Class	Orig Amt	Discount	Amount
Registration			35.00		35.00
Tuition Fee	Georgia Wallace	Tumbling L3 - Wed 7pm	85.00	0.00	85.00
Tuition Fee	Georgia Wallace	Youth Ninja Parkour	85.00	2.00	83.00
Tuition Fee	Olivia Wallace	Tumbling L2 - Mon 6pm	67.50	5.00	62.50
			Total:		265.50

In Jackrabbit, the *Transactions* tab of the *Family* record now includes the tuition fees posted during the registration.

Family: Wallace

← RETURN **SAVE CHANGES** DELETE

Make Sale/Post Fees Payment Refund Statement Add Student Add Contact Archive Family Family Name Email Push Notification Email Schedules

Summary Contacts Classes Events Transactions Billing Info Misc Notes (0) Files (0)

View Transaction History View Unapplied Credits & Unpaid Fees

Current Balance **265.50** Legend FEE/CHARGE PAYMENT/CREDIT UNPAID FEE UNAPPLIED CREDIT

			Date	Type	Orig Amt	Disc Amt	Amt	Unpaid Amt	Balance	Note	Cat1	Student	Class/Event	User
			3/6/2020	Registration	35.00		35.00	35.00	265.50		Registration Fee			Online
			3/6/2020	Tuition Fee	85.00	2.00	83.00	83.00	230.50	March, Multi-Class Disc=2.00	Gymnastics	Georgia Wallace	Youth Ninja Parkour	Online
			3/6/2020	Tuition Fee	85.00		85.00	85.00	147.50	March	Gymnastics	Georgia Wallace	Tumbling L3 - Wed 7pm	Online
			3/6/2020	Tuition Fee	67.50	5.00	62.50	62.50	62.50	March, Multi-Student Disc=5.00	Gymnastics	Olivia Wallace	Tumbling L2 - Mon 6pm	Online

