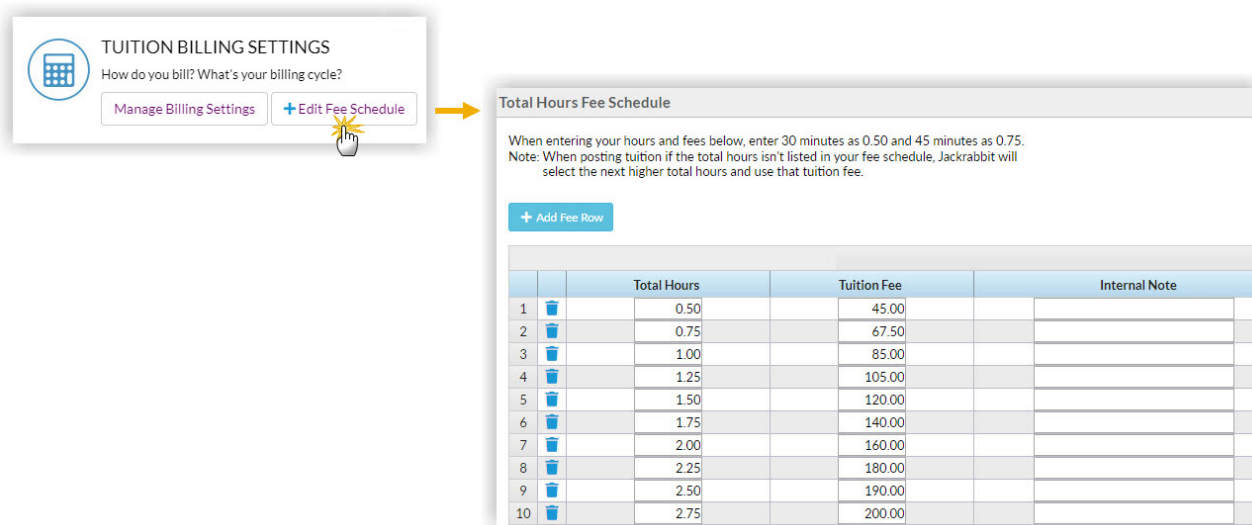


Fee Schedule for By Total Hours Billing

Last Modified on 04/29/2021 7:46 am EDT

If you post tuition by adding up the hours spent in classes (**Billing Method - By Total Hours**), you will create a **Total Hours Fee Schedule** that outlines how much you charge for each hour increment. Jackrabbit will add up the hours in class, either by student or by family, and look to the Fee Schedule to locate the corresponding fee for the number of hours.

Your Fee Schedule is created and edited from the Gear (icon) > Settings > Tuition & Discounting > Tuition Billing Settings. Select **+ Edit Fee Schedule** (button) in the Tuition Billing Settings to create or edit your Fee Schedule.



The screenshot shows the 'TUITION BILLING SETTINGS' panel with a calculator icon and the text 'How do you bill? What's your billing cycle?'. Below this are two buttons: 'Manage Billing Settings' and '+ Edit Fee Schedule'. A hand cursor is clicking the '+ Edit Fee Schedule' button. An arrow points to the 'Total Hours Fee Schedule' window. This window contains a note: 'When entering your hours and fees below, enter 30 minutes as 0.50 and 45 minutes as 0.75. Note: When posting tuition if the total hours isn't listed in your fee schedule, Jackrabbit will select the next higher total hours and use that tuition fee.' Below the note is a '+ Add Fee Row' button and a table with the following data:

		Total Hours	Tuition Fee	Internal Note
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	
8		2.25	180.00	
9		2.50	190.00	
10		2.75	200.00	



*The Fee Schedule is based on the number of hours in class per week. It is extremely important that you set the class Tuition Fee and the Fee Schedule to reflect the rates associated with whatever **Tuition Billing Cycle** you've decided to use.*

Fee Schedule Example

For this example, 1 hour of class per week is \$85:

- If your Billing Cycle is *Weekly* the tuition fee for 1 hour should be \$85 (\$85/wk x 1 week).
- If your Billing Cycle is *Monthly* the tuition fee for 1 hour should be \$340 (\$85/wk x 4 weeks).
- If your Billing Cycle is *By Session*, and your Session is 8 weeks, the tuition fee for 1 hour should be \$680 (\$85/wk x 8 weeks).

Important to Note

- If you don't see the **+ Edit Fee Schedule** option in your Tuition Settings it may be that your database is currently only set to use the By Class Fee Billing Method. The Fee Schedule is only available when you bill your classes By Total Hours.
- It is only possible to have one Fee Schedule at a time.

- Only one Billing Cycle can be used for your classes billed By Total Hours.
 - When entering part hours in the Fee Schedule enter 15 minutes as .25, 30 minutes as .50, and 45 minutes as .75.
 - When posting tuition, if the total hours aren't listed in your fee schedule Jackrabbit will select the next higher total hours and use that tuition fee.
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