

Manage Current Tuition Discount Rules

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You can manage your Tuition Discount Rules from the *Gear (menu) > Settings > Tuition & Discounting > Manage Your Discount Rules*. Click the **Manage Rules** button to open the *Discount Rules for Classes Billed by Tuition Fee* window.

From this screen, you are able to preview, edit, copy, or delete your current rules.

Tuition Settings

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Discount Rules for Classes Billed by Tuition Fee

Tuition Discount Rules define multi -class and/or multi-student discounts and are assigned to classes on the class summary page. Once a rule is assigned to a class, the class will use that rule's discounts in Post Tuition Fees, Online Registration, and Quick Registration.

There may be times when you don't want the family's enrolled class Discount Rules to apply. Perhaps you have some families who are 'team' or 'competition' families and all the student's enrolled classes get a different discount than the rules assigned to their classes. When you find that the assigned Class Discount Rules aren't applicable, create a Family Discount Rule and save it to the Family's Billing Info tab. The Family Discount Rule will over-ride all class assigned rules for this family.

To assign rules to many classes at once, use the [Edit All Classes Tool](#).

[+ Add New Rule](#)

CURRENT RULES

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	Rule	Type	Status	Preview	Edit	Copy	Delete
1	No Discounts		Assigned				
2	Fall Rec Classes	Combo	Not Assigned				
3	2020 Discounts	Combo	Assigned				
4	Competition	Combo	Not Assigned				
5	Summer Discounts	Combo	Assigned				
6	Washington Family	Multi-Class	Not Assigned				

Your organization is set to count classes **by Student**. [?](#)

[Change to count by Family](#)

Annotations:

- Status indicates whether or not a rule has been assigned to classes.
- Manage your current rules.
- You cannot delete a rule that has been assigned to classes.

Preview

Click the **Eye** (icon) to see an example of how your tuition fee will be discounted according to the rule. The *Enter a Tuition Fee* field defaults to \$100 but you can change that amount to the actual amount of your class tuition for the illustration.

Preview - Fall Rec Classes

Enter a Tuition Fee

Tuition Fees Discounting Example

Both **Multi-Class** Multi-Student

Your organization is set to count classes for multi-class discounting **By Student**

Combo Discount Rule		# of Classes Taken					
		Class 1 \$0	Class 2 \$5	Class 3 \$5	Class 4 \$5	Class 5 \$10	Class 6 \$15
# of Students In Family	Student 1 0%	100.00	95.00	95.00	95.00	90.00	85.00
	Student 2 5%	95.00	90.00	90.00	90.00	85.00	80.00
	Student 3 5%	95.00	90.00	90.00	90.00	85.00	80.00
	Student 4 10%	90.00	85.00	85.00	85.00	80.00	75.00
	Student 5 10%	90.00	85.00	85.00	85.00	80.00	75.00
	Student 6+ 10%	90.00	85.00	85.00	85.00	80.00	75.00

You can look at the effect on your tuition fee when both types of discounts (Multi-Class & Multi-Student) are given in a *Combo* type discount rule or you can look at each discount type separately using the *Both*, *Multi-Class*, and *Multi-Student* tabs.

Edit

Use the **Pencil** icon to edit a current rule. On the *Edit Discount Rule* page, you can rename the rule and/or change components of the Multi-Class or Multi-Student discounts.

You have the option to preview the rule before saving your edits.

Copy

Quickly create a new Discount Rule by copying the settings from a current Discount Rule with the **Copy** (icon). Give the new rule a name, make any necessary changes to the discount settings, and Save Changes.

Delete

Click the **Trash Can** icon to delete a Discount Rule. You cannot delete a Discount Rule that has been **assigned to classes** in your database. Before you can delete a rule with the status of *Assigned* you will need to edit the classes that have that Discount Rule assigned and change them to a different rule. The quickest way to do this is to use *Edit All Classes* from the *Classes (menu)*. Use the search criteria to bring up only classes with the Tuition Discount Rule you want to delete. In the report results, you can use the Global Change area (highlighted yellow) to change the Discount Rule for all of the classes at once.

Frequently Asked Questions

Expand/Collapse All

Q. *Can I use both Multi-Class and Multi-Student discounting when posting tuition fees?*

A. You can apply both *multi-class* and *multi-student* discounts by setting up **Discount Rules** if you Post Tuition Fees using the By Class Fee **Billing Method**. If you Post Tuition Fees using the Total Hours Billing Method, you can set up a *multi-student* discount since the class discount is already built-in.
