Drop Unpaid Families

Located under the *Families (menu) > Drop Unpaid Families* is a function that will delete both the enrollment record and tuition fees for an unpaid student.

Instead of having to go find each unpaid student, use this report to find the students and drop them.

1. Go to **Families** (menu) > **Drop Unpaid Families**.
2. Set **Show Families with Zero Balance** to **No**.
3. Click **Submit**.

4. Review the list and select the checkbox for the student(s) you would like to drop.
5. Click **Save Changes**.

6. Click **Ok** in the warning pop-up window that indicates how many enrollments will be deleted.
   - The student will be dropped and all enrollments will be deleted.
   - Tuition fees will be removed.

Are you sure?

This will delete '8' enrollments. Are you sure?

[Ok]   [Cancel]