

Drop Unpaid Families

Last Modified on 08/01/2023 2:30 pm EDT

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**.

Unpaid Families - Search

Caution: This option is for organizations that use the Copy Classes feature to create the next future session/term. This option allows you to drop any students that have not paid for a particular session (based on Payments linked to Class Fees via Pmt Entry screen). You will first be presented with a list of students and are asked to check each student that you want to be dropped and the tuition fee deleted.
IMPORTANT: It will DELETE the enrollment record AND the class tuition fee.

Class Session:

Class Category 1:

Show Families with Zero Balance:

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

Unpaid Families - Search

View 1 - 6 of 6 5 columns hidden

Delete?	Family	Student	Class	Enrolled	Acct Balance
<input type="checkbox"/>	Keyes	Charlie Keyes	Karate 2 - T/Th - 3rd-5th	7/12/2023	335.00
<input checked="" type="checkbox"/>	McMurphy	Randle McMurphy	Karate 2 - T/Th - 3rd-5th	7/12/2023	820.75
<input type="checkbox"/>	Mc...	Bromden McMurnby	Karate 2 - T/Th - 3rd-5th	7/12/2023	820.75
<input type="checkbox"/>		Barracudas - M		7/12/2023	820.75
<input type="checkbox"/>		Fairytale Art - T - 6:00		7/13/2023	166.25
<input type="checkbox"/>		Ballet - Beg - F - 5:00		7/13/2023	210.00

Select the checkbox for each student you want to drop.

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

