

Split Billing

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While Jackrabbit does not currently support split billing, there are a couple of ways you can accommodate special family circumstances, i.e., divorced parents, grandparents who pay for certain fees, etc.

Option 1

Use this option when families are permitted to make payments in the Parent Portal.

- The **Family record** should include both contacts. The contact ultimately responsible for the account should be selected as the *Billing Contact*.
- One **Parent Portal** account will be shared by both contacts.
- Post all fees to the family account in full.
- Each contact will log in to the Parent Portal to pay half of the balance. This requires the Portal payment mode to be set to allow parents to select which fees to pay and to allow for partial payments. See **ePayment Settings for the Parent Portal** for information.

Option 2

Use this option when payments are processed by your office staff (parents are not permitted to make payments in the portal). Refer to **Example of Split Payment - Entire Balance Paid (Credit Card Only)** for instructions.

- The **Family record** should include both contacts with a card on file for each contact.
- One **Parent Portal** account will be shared by both contacts.
- Post all fees to the family account in full.
- Office staff will process each card on file for half of the amount due.



If you use **ePayment Schedules** or **Membership Types**, create a special value for families with split billing. Assign the value to the family's Billing Info tab. When posting fees or processing a batch of ePayments, you can exclude families with this special ePayment Schedule or Membership Type so you can process them separately.

Option 3

Use this option when contacts need to use their own **Parent Portal** account.

- Create a **Family Record** for each contact. Families with multiple active students should have at least one student on each family account.
- Add a **Family Fixed Fee** to each family account for half of the tuition owed by each contact.

- Post the Fixed Fees to both accounts.
- Process batch ePayments as usual.



If there is only one active student, the family without the student will be inactive. Fees may need to be posted to the inactive family manually if the batch posting does not include inactive families.
