Post Registration Fees

Many organizations charge a one-time fee when a new family signs up and is added to Jackrabbit. Sometimes this fee is only charged when a student enrolls in a class. It is also common to charge a registration fee for returning students when they register for new classes.

In Jackrabbit, there are several ways to post a one-time registration fee:

- During Online Registration (*new families*)
- When using Quick Registration (*new families*)
- In the Post Enrollment Fees workflow in Jackrabbit (*existing families*)
- In the Parent Portal (*existing families*)

If you post a fee to a family annually (membership, registration, insurance, etc.), check out the **Post Annual Fees** function!

Registration Fees are calculated and posted based on your defined settings. These settings are separated into two sections, *New Families* and *Existing Families*, and are found under the **Gear** ⚙ icon > **Settings** > **Registration Fees.**

Before you define your settings, make sure that you have a **Transaction Type** (Debit) set up to identify registration fees (*Gear* icon > *Settings* > *General* > *Drop-down Lists*).

Expand/Collapse All

🔽 Settings for New Families

🔽 Settings for Existing Families