

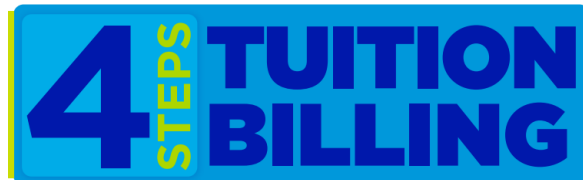
Tuition Billing in 4 Steps - Fine Tune your Process

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Wouldn't you love to just snap your fingers and have all your families billed and tuition paid in full? Well, we can't make it that easy, but, Jackrabbit does provide you with the tools to help fine-tune your billing process!

Whether you refer to tuition billing as "charging families" or "billing families" at Jackrabbit we refer to it as posting fees and processing payments. There are 4 steps in the tuition billing process.

Let's step through the tuition billing process and at the end create a sample workflow for your review.



Things to Consider Before You Start

These are some important questions to ask before you move ahead.



Q. Have you defined your tuition fee settings? This will tell Jackrabbit how you want to post tuition when a student enrolls in a class.

Q. Have you thought about a billing cycle? A billing cycle is defined by how often you bill tuition to your students.

Q. Do you want to offer discounts? Discounts can be tricky and you want to be sure to always keep your bottom line in mind when considering discounts (multi-class or multi-student).

➤ Blog Post: [Understanding when and how to prorate and discount tuition fees](#)

Help is here! [Click to learn how to define and set your tuition settings.](#)



Q. Do you want to offer families different payment options? This will allow families to pay in different increments; pay in full, monthly, quarterly, or by session. Assign an **ePayment Schedule** or Membership Type to families.

Q. Have you set up a billing and/or ePayment policy and assigned it to classes? For our clients who use ePayments, we recommend you create a separate ePayments billing policy.

▶ See **Legal Policies & Policy Groups - An Overview**

▶ Blog Post: **Tuition Tips: How to enforce your tuition policy to ensure revenue**


Q. Do you need to increase tuition fees? No one wants to raise prices, however, it may be necessary for several reasons. This blog has some great tips and suggestions for when you do increase fees.

▶ Blog Post: **How often should I raise dance studio tuition?**

**Expand/Collapse
All**

- ✔ Step 1 - Select How to Post Fees to Family Accounts
- ✔ Step 2 - Check for Tuition Fees
- ✔ Step 3 - Find & Apply Unapplied Credits to Fees
- ✔ Step 4 - Process Payments
- ✔ Additional Educational Materials
- ✔ Tuition Billing Workflow Example - ABC Gymnastics School



If you have questions about any information included in this article please contact us. Click on the question mark  in Jackrabbit to request assistance, or [click here](#) to book a call with one of our Support Specialists.
