

Fixed Tuition Rates

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Fixed rates charge the same flat fee amount, minus any discounts, each time you post tuition. Whether you post daily, weekly, monthly, or any other time frame - the same fixed amount will always be charged. Student attendance from the clock and their scheduled number of days are not taken into account.

1. Point to **Tools** and click on **Edit Settings** on the menu bar
2. Select **Tuition Rates** from the menu on the left.
3. Click the **Add Tuition Rate** button.
4. Fill in the Rate details and **Save**.

Fixed Rate Details

- **Tuition Rate Name:** This will be visible on account Statements: name it something meaningful to both you and the parents (30 character limit).
 - **Tuition Cycle:** This groups students together when you post Tuition Fees. A simple way to think of it is "How often do families get billed for attendance?" Go to **Tools > Edit Settings > Drop-down List** to add, edit or delete values.
 - **Rate Based On:** Fixed
 - **Tuition Rate: (Amount):** This is the dollar amount that the rate charges.
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