Actual Tuition Rates

Actual rates charge an hourly or daily amount based on attendance. A student must have check-in/check-out records for the posting period in order to be billed. Scheduled days are not taken into account - only time from the clock. The rate lives on the student, not the schedule or the class. Multiple tuition rates based on actual attendance can lead to over-posting of student tuition.

1. Point to **Tools** and click **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**.

Actual 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 Lists** to add, edit or delete values.

- **Rate Based On:** Actual

- **Tuition Rate: (Amount):** This is the dollar amount that the rate charges.

- **Per:** Should the amount be calculated per Day or Hour? Per Day rates are a flat fee for daily attendance, minus any discounts.

- **Round Times:** Should extra time on the clock round to the Next or Nearest quantity of minutes? See **Tuition Rate Settings**.

  - **Each Day:** Adds up the extra minutes each day and rounds accordingly.

- **Each Time Period:** Adds up the extra minutes each posting period (Attendance Dates in Post Student Tuition Fees) and rounds accordingly.
- **Round Amounts:** Should the final amount billed round the Next or Nearest amount? See **Tuition Rate Settings**.