

Actual Outside of Scheduled Tuition Rates

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Actual Outside of Scheduled rates charge an hourly or daily amount if a student is checked in/out outside of their scheduled time during the posting period. A student will be billed an hourly or daily rate if their check-in/out times fall outside their scheduled times. Both time on the clock and scheduled attendance is taken into account. *A student may only have one schedule per posting period and one check-in/out time per day in order for this rate to calculate.*

Actual Outside of Scheduled 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 Outside of Scheduled
- **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. A \$1 per minute rate would list as \$60 per Hour.
- **Round Times:** Should extra time on the clock round to the Next or Nearest quantity of minutes? This is hidden for Per Day rates. 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](#).
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