Add a Tuition Rate to a Student

Each student needs a class, a schedule, and a tuition rate assigned to be active and setup for billing if your database is setup for **Student-Based billing**. There are several ways to **schedule students** into classes.

If you are setup for Class-Based billing, you can skip this section and proceed to the next step.

Student Tuition Rates are needed for recurring billing. To assign a tuition rate to a student:

1. Go to **Students** and click on **List All Students** in the menu bar.

2. Click on the name of the student to whom you are assigning a *Tuition Rate.*

3. Click the **Add Student Tuition** button.

4. Enter all fields in *Add Student Tuition* popup.

To edit a *Tuition Rate,* click the **pencil icon** next to the rate to add or adjust any details in the *Add Student Tuition* window.

Add Student Tuition Details

- **Tuition Name:** The rates here were created earlier under **Tools > Edit Settings > Tuition Rates**.

- **Payer Name:** This defaults to the Student's Billing Contact on their

primary account.

- Find the name by either typing or scrolling through the list.
- You can change this to a 3rd Party or Agency Payer by selecting their name from the drop-down list.
- All Agencies are sorted to the top with "Agency:" before their name like so "Agency: Union County DCS."

- **Allocation:** Choose how much of this rate the selected Payer is responsible for.
  - This is entered in percentage format up to 2 decimal places; for example "51.25%."

- **Dates From and Through:** Jackrabbit will look at these dates when you batch post tuition using **Transactions > Post Student Tuition Fees**. You can also use these dates as filters when you pull a *Student Tuition Report.* The *From* date should be the earliest date you will be posting tuition. Only add a *Through* date if the rate will be expiring at a set point in the future. Examples of using a *Through* date:
  - Judy is moving up to the Toddler room in 2 months and you know her Infant rate will expire then.
  - Suzie has a government agency pay a portion of her bill but in 2 weeks the amount they pay will change.

- **Discount:** Each tuition rate has the option to add a discount, which can be entered as either a percentage or an amount. A Discount Note can be added, which will appear in the transaction history.