Family Fixed Fees

Last Modified on 06/30/2020 11:23 am EDT

A Family Fixed Fee is a useful option when the family's tuition amount doesn't follow the typical criteria, when you don't have consistent pricing for groups of families, or when a family receives a flat rate for unlimited classes. When using Post Tuition Fees (*Transactions* menu) the Fixed Fee will post as a single fee transaction regardless of class tuition fees for any enrolled students and regardless of any multi-student or multi-class discounts.

Note: Family Fixed Fees are an option if you use **Class Based Billing**.

To add a Family Fixed Fee:

1. In the *Family* record select the **Billing Info** tab.

2. Enter an **amount** in the *Family Fixed Fee* field.

3. Select a **Category 1** for the fee.

4. Assign an **Exp Date** (optional).

5. Add a **Note** (optional).

6. **Save Changes.**

 If you want to remove a Fixed Fee, clear all information in the Fixed Fee fields and save the changes. Entering a 0 or 0.00 will post a tuition fee of $0.00.

Clear Fixed Fees

A Jackrabbit User with the User ID permission *Clear Family User Defined Fields and Family/Student Fixed Fees and Discounts* (in the *Families* category of permissions) can clear all Family Fixed Fees that are currently assigned to your families. This option is found in the Tools menu.
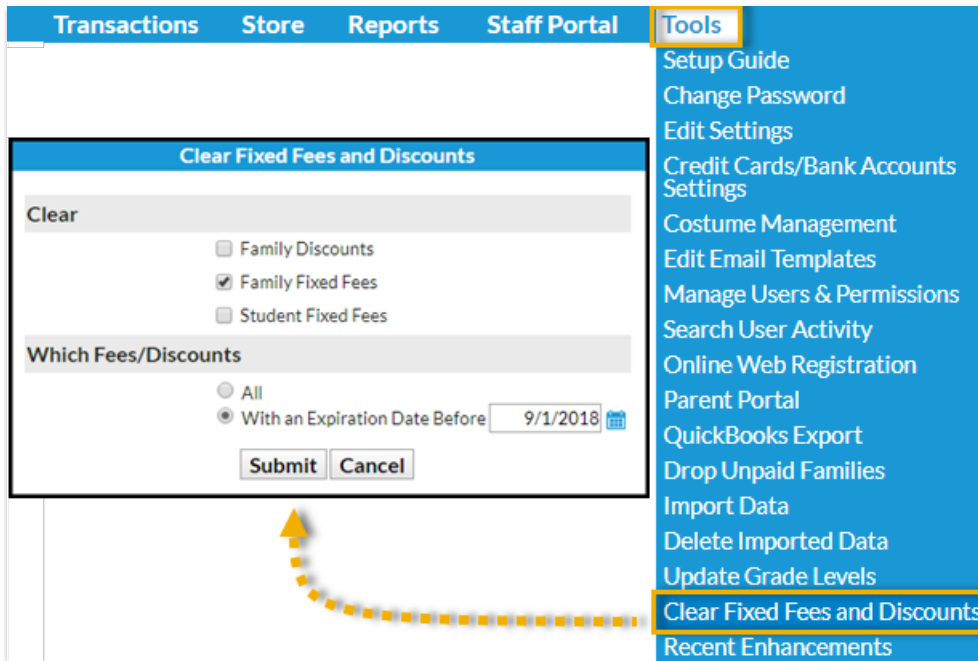
Important Notes about Family Fixed Fees

- **Family Discounts** **are not** applied to Family Fixed Fees.
- Misc. Discount Settings (at the bottom of *Transactions > Post Tuition Fees*) **are** applied to Family Fixed Fees.
- A Fixed Fee may include tuition for classes that are in different Category 1s, however, you can only assign one Category 1 to the fee. Consider adding a Category 1 **drop-down** value specifically for Fixed Fee tuition revenue.
- Fixed Fees can be set to expire on a specified date. After an expiration date has passed, the Fixed Fee will be ignored when posting tuition fees.
- The Fixed Fee may need to be updated if a student adds/drops a class. You will be given the option to update the fee during the enroll/drop process.

Update Fixed Fee

This family has a fixed fee in place. You have the option to update the fixed fee amount at this time.

Important: The family fixed fee will post when using Post Tuition Fees

Family Fixed Fee **500.00**   Family Fixed Fee Exp. Date **11/30/2018**

Save   Cancel

QUICK tip! Use *Search* from the *Families* menu to create a list of families who have Fixed Fees by setting *Has Family Fixed Fee* to Yes. Create a list of families who have a Fixed Fee that has expired by setting *Has Family Fixed Fee* to Expired.