

# Family Fixed Fees

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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**.

The screenshot shows the Jackrabbit software interface for a family record titled "Family: Ager". The "Billing Info" tab is selected and highlighted. The interface includes several sections:

- Navigation:** Buttons for "Return", "Save Changes", "Delete", "Help", and "Send Idea".
- Family Information:** Fields for "Billing Delivery", "Membership Type" (Monthly), "Billing Contact" (Holly Ager), "ePayment Method" (Credit Card), "ePayment Schedule" (AutoPay), and "Address" (2016 Hummingbird Crescent, Huntersville, NC 28078, Email: hollyager41@gmail.com).
- Credit Cards:** A table with columns: Primary Card, Nickname, Name on Card, Card Number, Card Type, Expiration Date, Card Billing Address, Email Address, Vault ID, Last Updated By, Edit, and Delete. One card is listed: Visa 8886, Name: Holly Ager, Card Number: 4\*\*\*\*\*8886, Card Type: Visa, Expiration Date: 12/2018, Card Billing Address: 28078, Vault ID: 518253586, Last Updated By: HELPCENTER 9/4/2018 2:54:07 PM.
- Bank Account:** Fields for "Bank Name", "Bank Transit # (5-digits)", "Institution ID (3-digits)", "Bank Account #", "Account Type", and "Account Name".
- Discounts and Fixed Fees:** Fields for "Family Discount", "Discount Type" (Amount), "Exp Date" (mm/dd/yyyy), "Note", "Family Fixed Fee" (500.00), "Fixed Fee Category 1" (Recreational), "Exp Date" (11/30/2018), and "Note" (Fall 2018 Family Fixed Fee).

## To add a Family Fixed Fee:

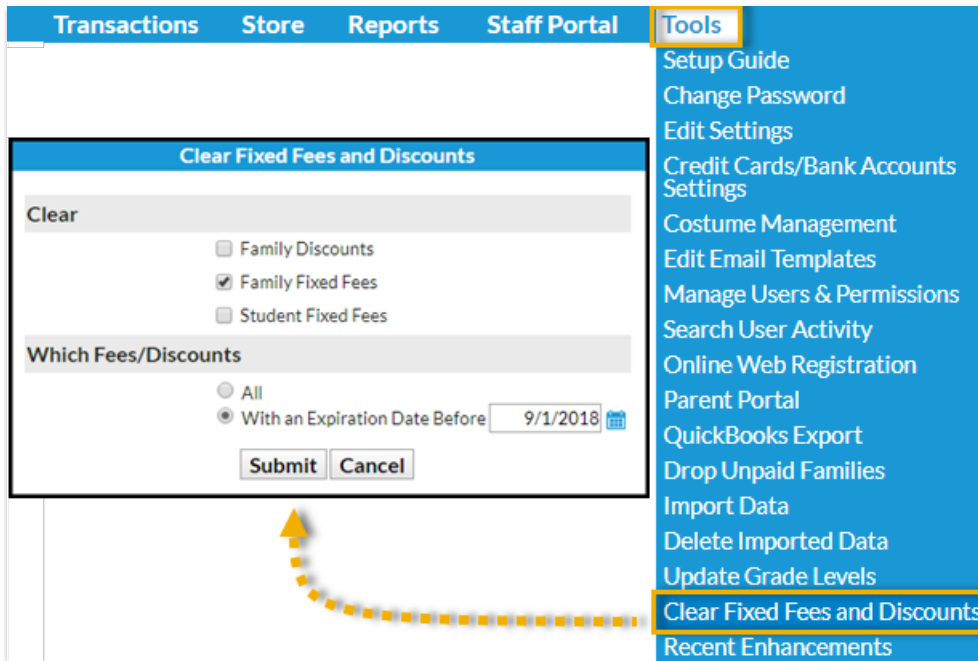
1. In the *Family* record select the **Billing Info** tab.
2. Enter an **amount** in the *Family Fixed Fee* field.
3. Select a **Category 1** for the fee.
4. Assign an **Exp Date** (optional).
5. Add a **Note** (optional).
6. **Save Changes**.



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

Family Fixed Fee Exp. Date  



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.

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