

Student Fixed Fees

Last Modified on 06/30/2020 11:22 am EDT

When the tuition/discount calculation for a single student is too complex, or just doesn't 'fit', use a Student Fixed Fee to set the tuition amount to a fixed amount. When a student has a Fixed Fee and you use Post Tuition Fees (*Transactions* menu), this amount will be posted as a single tuition fee transaction regardless of the class tuition fees and regardless of any multi-student or multi-class discounts.

Note: Student Fixed Fees are an option when you use **Class Based Billing**.

Jackrabbit **Student: Dani Ager**

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Enroll Email Schedules Info Sheet

Family: [Ager](#) First Name: Dani Middle Initial: Last Name: Ager

Summary Classes Events **Medical** Feedback Skills/Levels Sizes Absences Misc

Current Enrollment

View 1 - 1 of 1 [Print](#) [Refresh](#)

Class	Session	Cat1	Type	Class Description	Days	Room	Time	Duration	Instructor	UserID	Future Drop	
Advanced Jazz	Fall 2018	Dance	Enrolled		W		7:00pm - 8:00pm	1:00	Ms. Dianne	Portal	Transfer	
Total:								1:00				Drop

Status: Active [?](#)

Birth Date: 7/11/2002 [?](#) Age: 16 yrs

Gender: Female [?](#)

Grade Level: [?](#)

Email: [?](#) Mass Email Opt-Out [?](#)

Cell Phone: (704) 555-8114 [?](#) Text Opt-In (consent required) [?](#)

Transportation: [?](#)

School: Gabaldon High

Start Date: 11/28/2016 [?](#) Date Quit: mm/dd/yyyy [?](#)

Student/Barcode ID: [?](#)

Student Fixed Fee Amount: 60.00 [?](#) Exp Date: 11/30/2018 [?](#) Note: Student helper

Fixed Fee Category1: Dance [?](#)

To add a Student Fixed Fee:

1. In the *Student* record, select the **Summary** tab.
2. Enter an **amount** in the *Student Fixed Fee* field.
3. Choose a **Fixed Fee Category1**.
4. Add a **Note** (optional).
5. **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 Student Fixed Fees that are currently assigned to your students. This option is found in the *Tools* menu.

The screenshot displays the software's navigation menu with 'Tools' selected. The 'Clear Fixed Fees and Discounts' option is highlighted in the 'Tools' dropdown. Below, a dialog box titled 'Clear Fixed Fees and Discounts' is shown. It has a 'Clear' section with three checkboxes: 'Family Discounts' (unchecked), 'Family Fixed Fees' (unchecked), and 'Student Fixed Fees' (checked). The 'Which Fees/Discounts' section has two radio buttons: 'All' (unchecked) and 'With an Expiration Date Before' (checked), with a date field set to '9/1/2018'. 'Submit' and 'Cancel' buttons are at the bottom.


Important Notes about Student Fixed Fees

- If a **Family Discount** is saved on a family's *Billing Info* page, it will be applied to the Student Fixed Fee.
 - The Misc. Discount Settings (at the bottom of *Transactions > Post Tuition Fees*) is applied to a Student Fixed Fee.
 - 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 the student adds/drops a class. You will be given the option to update the fee during the enroll/drop process.
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Update Fixed Fee

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

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

Student Fixed Fee Student Fixed Fee Exp. Date 

- One student in a family can have a Fixed Fee while another does not. In this case, the Student Fixed Fee will post for one student and the regular tuition rates will post for the other when using Post Tuition Fees.
- If a family has a Family Fixed Fee and a student within the family has a Student Fixed Fee, both of the Fixed Fees will post when you use *Transactions > Post Tuition Fees*.



Use *Search* from the *Students* menu to create a list of students who have Fixed Fees by setting *Has Fixed Fee* to *Yes*. Create a list of students who have a Fixed Fee that has expired by setting *Has Fixed Fee* to *Expired*.
