

New Tuition Fees, Recurring & One Time Fees

Last Modified on 02/26/2025 8:51 am EST

There are three options to consider when adding a fee to a family account: New Tuition, Recurring, or One Time Fees.

New Tuition or Recurring Fees - Once set up, a New Tuition or Recurring Fee is automatically invoiced to a family on their invoice date. Examples of these fees include:

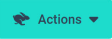
- Weekly or monthly child tuition.
- Monthly supply or meal fees.

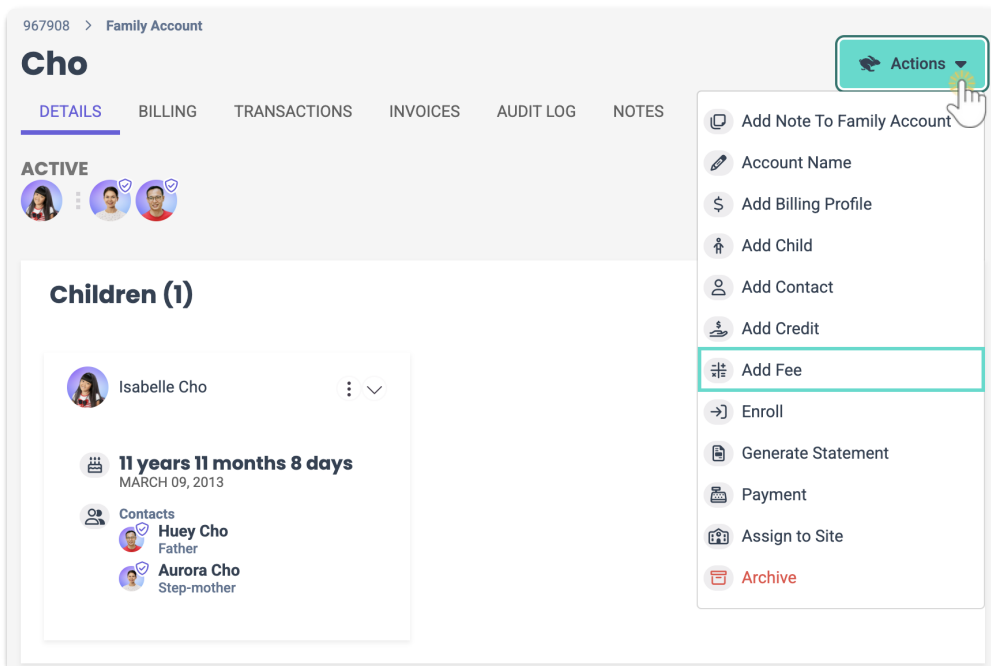
One Time Fee - This fee is charged only once, either at the time of the Payer's regular invoicing or immediately upon request. Examples of One Time fees include:

- A fee for a field trip.
- A fee for children's photos.

[Expand/Collapse All](#)

Add a Fee From a Family Account

You can add a New Tuition Fee, a Recurring, or One Time Fee when you are in any tab in a Family Account. Go to **Family Accounts** (left menu) > **View # Active Family Account** and select the family. Then go to the **Actions** menu  > **Add Fee**.



The screenshot shows the 'Family Account' page for 'Cho' (ID: 967908). The page has tabs for 'DETAILS', 'BILLING', 'TRANSACTIONS', 'INVOICES', 'AUDIT LOG', and 'NOTES'. Under the 'ACTIVE' section, there are three profile icons. The 'Children (1)' section shows 'Isabelle Cho' with a date of birth of '11 years 11 months 8 days' (MARCH 09, 2013) and a list of contacts: 'Huey Cho' (Father) and 'Aurora Cho' (Step-mother). On the right, the 'Actions' dropdown menu is open, listing various options: 'Add Note To Family Account', 'Account Name', 'Add Billing Profile', 'Add Child', 'Add Contact', 'Add Credit', 'Add Fee' (highlighted with a red box), 'Enroll', 'Generate Statement', 'Payment', 'Assign to Site', and 'Archive'.

New Tuition Fee

1. Select **New Tuition Fee** and click **Next**.

2. Select the child using the **Search Families or Children** field, then select a class from the **Current and future enrollments** list and click **Next**.

3. Adjust the **Tuition Fee Amount** and **Description** if needed, then click **Next**.

4. Select the **Payer**, the **Billing start date**, and use the toggle to set an optional **Billing end date** before clicking **Next**.

Note: If no *Billing end date* is specified, the tuition billing will end the date a class ends or the child drops a class.

5. Use the toggle to select optional **Dates of Service** to bill for and click **Next**.

Note: Refer to [Select Dates of Service](#) for more information.

6. Use the toggle to optionally **Add a One-Time adjustment fee** and click **Next**.

- Description - An optional brief summary about why the tuition amount was adjusted.
- Amount - Enter the additional amount of how much to adjust the tuition for. For example, if a class meeting five times per week has a tuition of \$100 and the child will attend one extra day outside of the weekly billing period, an additional \$20 adjustment may be appropriate.

7. Use the toggle to add an optional **Discount** and click **Next**. Then click **Complete Fee**.

- Choose the **Discount Type** and **Category** for the discount from the drop-down menus.
- Select if the discount is a flat **Amount** or a **Percentage** of the overall tuition, then set the discount amount.
- Add an optional **Description** for the discount.

New Tuition Fee

Review

Enrollment

Child starts on **Monday, 06/03/24** Child finishes on **Monday, 09/30/24**

Billing

Billing starts on **Sunday, 09/29/24** Billing finishes on **No end date**

Billing Total **\$90.00**

Billing Summary

Isabelle Cho

Tuition Fee **\$100.00/Week**
Tuition for Adventure Kids Club - All Day Care

Child's start date: 06/03/2024
Schedule: All Day Care

Recurrent Discount **-10%**
Military

Total **\$90.00**
Billing start date : 09/29/2024
End date :

[Cancel](#) [Previous](#) [Complete Fee](#)

Recurring Fee

1. Select **Recurring Fee** and click **Next**.

2. Select the child using the **Search Families or Children** field and click **Next**.

3. Select a **Category** from the drop-down menu or use the **+New Fee Category** button, add the **Recurring Fee** amount and **Description** if needed, and click **Next**.

4. Select the **Payer**, **Billing Profile**, **Billing start date**, and use the toggle to set an optional **Billing end date** before clicking **Next**.

Note: If no *Billing end date* is specified, the fee is billed until the transaction is manually stopped in

the *Scheduled* section of a family's transactions. For more information, see how to [Work with a Family's Transactions](#).

5. Use the toggle to add an optional **Discount** and click **Next**.
 - Choose the **Discount Type** and **Category** for the discount from the drop-down menus.
 - Select if the discount is a flat **Amount** or a **Percentage** of the overall tuition, then set the discount amount.
 - Add an optional **Description** for the discount.
6. Review the *Billing Summary* and click **Complete Fee**.

New Recurring Fee

Review

Billing

Billing starts on **Sunday, 09/29/24** Billing finishes on **Sunday, 09/29/24**

Billing Total **\$5.00**

Billing Summary

Isabelle Cho

Recurring Fee Supplies **\$5.00/Week**

Total **\$5.00**

Billing start date : 09/29/2024
End date : 10/27/2024

Cancel Previous **Complete Fee**


One Time Fee

1. Select **One Time Fee** and click **Next**.
2. Select the child using the **Search Families or Children** field and click **Next**.
3. Select a **Category** from the drop-down menu or use the **+New Fee Category** button, add the **One Time Fee** amount and **Description** if needed, and click **Next**.
4. Select the **Payer**, **Billing Profile**, and **Billing date** or use the toggle to optionally **Invoice Now** before clicking **Next**.
5. Use the toggle to add an optional **Discount** and click **Next**.
 - Choose the **Discount Type** and **Category** for the discount from the drop-down menus.
 - Select if the discount is a flat **Amount** or a **Percentage** of the overall tuition, then set the discount amount.
 - Add an optional **Description** for the discount.
6. Review the *Billing Summary* and click **Complete Fee**.

New One Time Fee


Review

Billing

 Billing date
Monday, 09/23/24

Billing Total **\$50.00**

Billing Summary

 **Isabelle Cho**

One Time Fee **\$50.00**

End of summer field trip to city aquarium

Total **\$50.00**


Billing date : 09/23/2024

Cancel
Previous
Complete Fee


Add a Fee in the Finances Section

You can add a New Tuition Fee, Recurring Fee, or a One Time Fee by going to **Finances** (left menu) > **Billing card** > **Add Fees**.


Select a Fee Type



New Tuition Fee
Charge a fee for a current or future child enrolled in a class.



Recurring Fee
Choose a monthly or weekly recurring fee.



One Time Fee
Charge an amount once.

Cancel
Next

New Tuition Fee

1. Select **New Tuition Fee** and click **Next**.
2. Select the child using the **Search Families or Children** field, then select a class from the **Current and future enrollments** list and click **Next**.
3. Adjust the **Tuition Fee Amount** and **Description** if needed, then click **Next**.
4. Select the **Payer**, the **Billing start date**, and use the toggle to set an optional **Billing end date** before clicking **Next**.
 Note: If no *Billing end date* is specified, the tuition billing will end the date a class ends or the child drops a class.
5. Use the toggle to select optional **Dates of Service** to bill for and click **Next**.

Note: Refer to [Select Dates of Service](#) for more information.

- Use the toggle to optionally **Add a One-Time adjustment fee** and click **Next**.
 - Description - An optional brief summary about why the tuition amount was adjusted.
 - Amount - Enter the additional amount of how much to adjust the tuition for. For example, if a class meeting five times per week has a tuition of \$100 and the child will attend one extra day outside of the weekly billing period, an additional \$20 adjustment may be appropriate.
- Use the toggle to add an optional **Discount** and click **Next**. Then click **Complete Fee**.
 - Choose the **Discount Type** and **Category** for the discount from the drop-down menus.
 - Select if the discount is a flat **Amount** or a **Percentage** of the overall tuition, then set the discount amount.
 - Add an optional **Description** for the discount.

New Tuition Fee

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Enrollment

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Billing

Billing starts on **Sunday, 09/29/24** Billing finishes on **No end date**

Billing Total **\$90.00**

Billing Summary

Isabelle Cho

Tuition Fee **\$100.00/Week**
Tuition for Adventure Kids Club - All Day Care

Child's start date: 06/03/2024
Schedule: All Day Care

Recurrent Discount **-10%**
Military

Total **\$90.00**
Billing start date : 09/29/2024
End date :

[Cancel](#) [Previous](#) [Complete Fee](#)

Recurring Fee

- Select **Recurring Fee** and click **Next**.
- Select the child using the **Search Families or Children** field and click **Next**.
- Select a **Category** from the drop-down menu or use the **+New Fee Category** button, add the **Recurring Fee** amount and **Description** if needed, and click **Next**.
- Select the **Payer**, **Billing Profile**, **Billing start date**, and use the toggle to set an optional **Billing end date** before clicking **Next**.

Note: If no *Billing end date* is specified, the fee is billed until the transaction is manually stopped in the *Scheduled* section of a family's transactions. For more information, see how to [Work with a Family's Transactions](#).

- Use the toggle to add an optional **Discount** and click **Next**.
 - Choose the **Discount Type** and **Category** for the discount from the drop-down menus.
 - Select if the discount is a flat **Amount** or a **Percentage** of the overall tuition, then set the discount amount.
 - Add an optional **Description** for the discount.
- Review the *Billing Summary* and click **Complete Fee**.

New Recurring Fee
Review


Billing


Billing starts on
Sunday, 09/29/24

Billing finishes on
Sunday, 09/29/24

Billing Total **\$5.00**

Billing Summary

 **Isabelle Cho**

 **Recurring Fee** **\$5.00/Week**
Supplies

Total **\$5.00**

Billing start date : 09/29/2024

End date : 10/27/2024

Cancel
Previous
Complete Fee


One Time Fee

1. Select **One Time Fee** and click **Next**.
2. Select the child using the **Search Families or Children** field and click **Next**.
3. Select a **Category** from the drop-down menu or use the **+New Fee Category** button, add the **One Time Fee** amount and **Description** if needed, and click **Next**.
4. Select the **Payer**, **Billing Profile**, and **Billing date** or use the toggle to optionally **Invoice Now** before clicking **Next**.
5. Use the toggle to add an optional **Discount** and click **Next**.
 - o Choose the **Discount Type** and **Category** for the discount from the drop-down menus.
 - o Select if the discount is a flat **Amount** or a **Percentage** of the overall tuition, then set the discount amount.
 - o Add an optional **Description** for the discount.
6. Review the *Billing Summary* and click **Complete Fee**.

New One Time Fee


Review

Billing

 Billing date
Monday, 09/23/24

Billing Total **\$50.00**

Billing Summary

 **Isabelle Cho**

One Time Fee **\$50.00**

End of summer field trip to city aquarium

Total **\$50.00**

Billing date : 09/23/2024


Cancel
Previous
Complete Fee

Add a New Tuition Fee During Enrollment

A tuition fee can be added at the time children are enrolled in a class.

- Learn how to [Add a New Tuition Fee During Enrollment](#)


Edit or Delete a Fee


All fees can be edited or deleted on a family's Transactions tab. Locate the fee under the *Scheduled* or *Pending* sections and click the **Options** icon  on the right side of the fee you want to work with.



Scheduled ∨

Move to Pending: Sep 28, 2024

Monthly supplies

 **Joey Jennings** Weekly Billing Profile




 Edit
 Delete

Pending ∨

Invoice Date: Sep 28, 2024 ⋮

Monthly supplies **\$10.00**

 **Joey Jennings** Weekly Billing Profile

- Click **Edit** to open an *Edit Fee* window and update the **Amount**, **Description**, or **End Date** for the fee, then click **Save**.
 - Edits made to a fee in the *Scheduled* section will change the fee for all future invoices.

Pending fees are not affected.

- Edits made to a fee in the *Pending* section will only change the fee for the current invoice. Scheduled fees are not affected.
 - Click **Delete** to remove the fee, then click **Delete** in the *Delete Scheduled Fee* window to confirm.
 - Deleting a fee in the *Scheduled* section removes all future occurrences of the fee. The current fee in *Pending* is not deleted.
 - Deleting a fee in the *Pending* section removes only the current instance of the fee. Future *Scheduled* fees are not deleted.
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