

Split Billing

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Split Billing allows you to divide a tuition fee, or another fee, and assign the fee to one or more **Billing Profiles**. When invoices are created, the **Payer** designated on each Billing Profile will be sent an invoice with their portion of the fee.

To accommodate split billing, **do not** add a New Tuition Fee when you enroll the child in a class. The tuition fee amount will be split in the Family Account after the child is enrolled.

Split Billing Scenario

Griffin is 8 years old, and his parents, Kim and Brian McDonald would like to enroll him in an after-school program that's scheduled for 5 days/week for a cost of \$100/week. They have asked to have the cost of Griffin's tuition fee split 50/50 between them and to be billed separately.

In the example below, each parent will be set up to pay 50% of their child's weekly tuition fee.

Expand/Collapse All

- ✔ Step 1 - Create a Family Account
 - ✔ Step 2 - Billing Profile for Contacts
 - ✔ Step 3 - Enroll Child in a Class
 - ✔ Step 4 - Add Split Tuition Fees to the Family Account
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