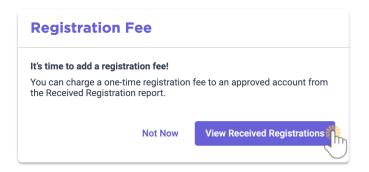
Add a Registration Fee

Last Modified on 04/04/2024 11:05 am EDT

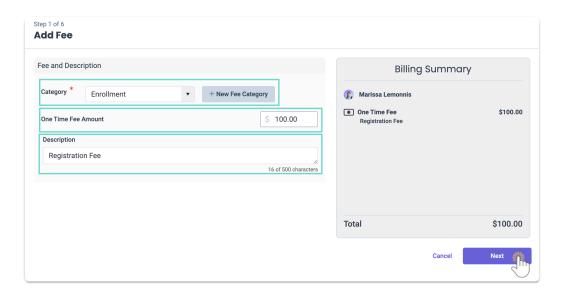
Owners and Administrators can opt to add a **Registration Fee** after they approve an Online Registration form, **Enroll Children in Classes**, or **Add a New Tuition Fee During Enrollment**

To add a new registration fee, either select**View Received Registrations** in the Registration Fee window or go to **Enrollment** (left menu) > **Online Registrations** card > **View Received Registrations** > **History** tab.



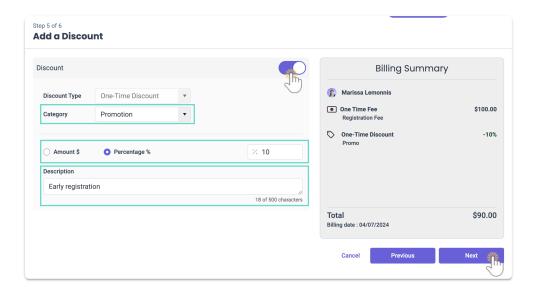
Add a One Time Registration Fee

- Click Add Fee next to the child who you would like to add a registration fee for.
 Note: On the Received Registrations page, children with a registration fee already applied will show an Applied badge Applied under the Fee column.
- 2. Select the **Category** under Fee and Description or click**+ New Fee Category** to create a new fee category.
- 3. Enter a One Time Fee Amount and optionally add a Description.
- 4. Click Next.



- 5. Select the family **Billing Profile** and the **Billing date** the fee should apply to, then click**Next**.
- 6. Add an optional discount by moving the toggle to the right and using the following settings, then click **Next**.:

- Select the **Categor**y the discount is for.
- Select if the discount is a flat**Amount** or a **Percentage** of the registration fee, then set the discount amount.
- Add an optional **Description** for the discount.



7. Click Complete Fee.

The one-time fee is now posted to the Family Account. If you have not already done solnvite

Parents/Contacts to Download the CircleTime Mobile App so they see the fee upon logging in to the mobile app on or after the invoice date for the billing profile.