

# Add a Registration Fee

Last Modified on 12/10/2024 1:35 pm EST

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.

## Registration Fee

### It's time to add a registration fee!

You can charge a one-time registration fee to an approved account from the Received Registration report.

Not Now

View Received Registrations 

## Add a One Time Registration Fee

1. 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**.

Step 1 of 6  
**Add Fee**


Fee and Description

Category \* Enrollment + New Fee Category


One Time Fee Amount \$ 100.00

Description  
Registration Fee  
16 of 500 characters

Billing Summary

 Marissa Lemonnis

<input checked="" type="checkbox"/> One Time Fee Registration Fee	\$100.00
<b>Total</b>	<b>\$100.00</b>


Cancel **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**..

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

Step 5 of 6  
**Add a Discount**

Discount 

Discount Type: One-Time Discount

Category: Promotion

Amount \$  Percentage % 10


Description: Early registration (18 of 500 characters)

**Billing Summary**

Marissa Lemonnis

One Time Fee	\$100.00
Registration Fee	
One-Time Discount	-10%
Promo	
<b>Total</b>	<b>\$90.00</b>

Billing date : 04/07/2024

Cancel Previous **Next** 

## 7. Click **Complete Fee**.

The one-time fee is now posted to the Family Account. If you have not already done so, [Invite Parents and 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.

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