

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.

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

One Time Fee

Registration Fee

\$100.00

Total

\$100.00

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**.

- Select the **Category** 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.

Step 5 of 6

Add a Discount

Discount

Discount Type: One-Time Discount

Category: Promotion

☐ Amount \$
 ☒ Percentage %

Description: Early registration (18 of 500 characters)

Billing Summary

Marissa Lemonnis

One Time Fee	\$100.00
Registration Fee	
One-Time Discount	-10%
Promo	
Total	\$90.00

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/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.