How to Create and Manage School Fee Schedules

Overview
School fee schedules allow the school user to associate a set of fees with one or more grade levels offered by the school. Fee schedules include the following fee topics:

- Tuition
- Registration
- Books
- Transportation
- Uniforms
- Testing
- Other Fees

If the same fee schedule is applicable to multiple grades, the grades can be entered as a range (see below). A grade may not be entered multiple times to make it clear what the fees are for a specific grade.

Process Steps to Add, Delete or Change

1) The School user selects their “Tuition & Fees” tab and will see the following showing anything they may have already set up. From this view, they can click on an entry to make changes or delete that entry or select the button for “Add Fee Schedule” to create a new fee schedule for a different grade or a range of grades.
2) **Delete:** If they have a fee schedule they want to delete, they should select the fee schedule line and select “Delete” when they see the screen below (see arrow). This will cause this fee schedule to be deleted.

3) If you are deleting all of the entries, you will end up with a screen that looks like the one below:
4) **Enter a New Schedule**: When entering a new fee schedule, select “Add Fee Schedule” (see image above) and you will be presented with the following view:

If you want this fee schedule to apply only to one grade, select the same grade on the left and right. In this example, this is a fee schedule for only grade K4. If you wanted to set up a fee schedule for a range of grades that had the same fees, you would select the low end of the range on the left and the top end of the range on the right and then enter the fees. These fees will end up as a row in the “Tuition and Fees” tab.
5) If you had one or more “other” fees that are not provided in the standard fee entries, you should select the button for “Add Other Fee.

A new single line will be created for you to enter an “other” fee. If you had multiple “other” fees, you should repeat this process until each fee is entered.

This new “other” fee entry would look like the image below. In this example, the new “other” fee is shown by the arrow and is setting up a fee of $35 for Physical Education. Note: the “X” is beside each “other” fee to allow that fee to be deleted if needed.

Select the “Update” button to save this fee schedule for the grade(s) shown. Changes can be made by editing or deleting later if needed.

So, in summary, this fee schedule will create a new row on the “Tuition & Fees” tab showing that Grades K-6 will have the same fees: $1,000 for tuition, $100 for registration and $35 for Physical Education. The total for the fees would be $1,135.