

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.

Welcome, J Dee 2021-2022 School Year

Please fill the information for your school.

School Contacts School Info **Tuition & Fees** Compliance

Edit School Calendar

Please enter the details of your school's start dates and fee schedules. We also require a hard copy of your published fee schedule to be uploaded in order to validate and confirm your fees.

- DO NOT enter any fees for supplies/services not offered directly by your school.
- DO NOT enter any discounted fees. If discounts are applicable those can be applied to your fees on a student-by-student basis at a later date.

School Start Date * Last Day of School *

School Fees

Grade	Tuition	Registration	Books	Transportation	Uniforms	Testing	Other	Total
K4-PK	\$1,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$1,150.00

[Add Fee Schedule](#)

Published School Fee Schedule

Please make sure you have uploaded all relevant documents. When you are sure you have added all documents, lock in the documents to your form and continue.

Upload Published School Fee Schedule: *

- 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

Edit Tuition and Fees

Fees have already been added for one of the selected grades. Please edit the grade or delete the previous entry to enter fees for this grade.

Grade *
K through 6

Tuition *
\$1,000.00

Registration *
\$100.00

Books *
\$0.00

Transportation *
\$0.00

Uniforms *
\$0.00

Testing *
\$0.00

Other Fees [Add Other Fee](#)

Total
\$1,100.00

[Update](#) [Delete](#) [Cancel](#)

- 3) If you are deleting all of the entries, you will end up with a screen that looks like the one below:

Please fill the information for your school.

School Contacts School Info **Tuition & Fees** Compliance

Edit School Calendar

Please enter the details of your school's start dates and fee schedules. We also require a hard copy of your published fee schedule to be uploaded in order to validate and confirm your fees.

- **DO NOT** enter any fees for supplies/services not offered directly by your school.
- **DO NOT** enter any discounted fees. If discounts are applicable those can be applied to your fees on a student-by-student basis at a later date.

School Start Date * Last Day of School *

School Fees

Grade	Tuition	Registration	Books	Transportation	Uniforms	Testing	Other	Total
No data to display								

[Add Fee Schedule](#)

Published School Fee Schedule

Please make sure you have uploaded all relevant documents. When you are sure you have added all documents, lock in the documents to your form and continue.

Upload Published School Fee Schedule: *

[Choose File](#)

[Save & Continue](#) [Back](#)

- 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:

Edit Tuition and Fees

Fees have already been added for one of the selected grades. Please edit the grade or delete the previous entry to enter fees for this grade.

Grade *
K4 through K4

Tuition *
\$0.00

Registration *
\$0.00

Books *
\$0.00

Transportation *
\$0.00

Uniforms *
\$0.00

Testing *
\$0.00

Other Fees [Add Other Fee](#)

Total
\$0.00

[Save](#) [Cancel](#)

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.

The screenshot shows a web form titled "Edit Tuition and Fees". At the top, it says "Fees have already been added for one of the selected grades. Please edit the grade or delete the previous entry to enter fees for this grade." Below this, there are fields for "Grade" (K through 6), "Tuition" (\$1,000.00), "Registration" (\$100.00), "Books" (\$0.00), "Transportation" (\$0.00), "Uniforms" (\$0.00), and "Testing" (\$0.00). There is a blue button labeled "Add Other Fee". Below that is a table with two columns: "Description" and "Amount". A red arrow points to a new row in the table with "Physical Education" in the description and "\$35.00" in the amount. A red "X" is visible in the description field. At the bottom of the form, there are buttons for "Update", "Delete", and "Cancel", along with a "Change" button in the bottom right corner.

Description *	Amount *
✕ Physical Education	\$35.00

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.