Setup > Fees, Registration Fees

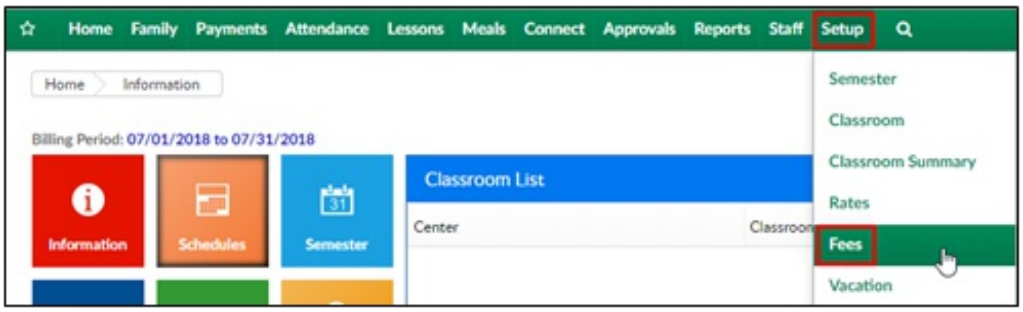
Last Modified on 05/22/2019 1:19 pm EDT

Registration Fees

Setting up a registration fee allows the site to charge a set registration/re-registration fee year after year.

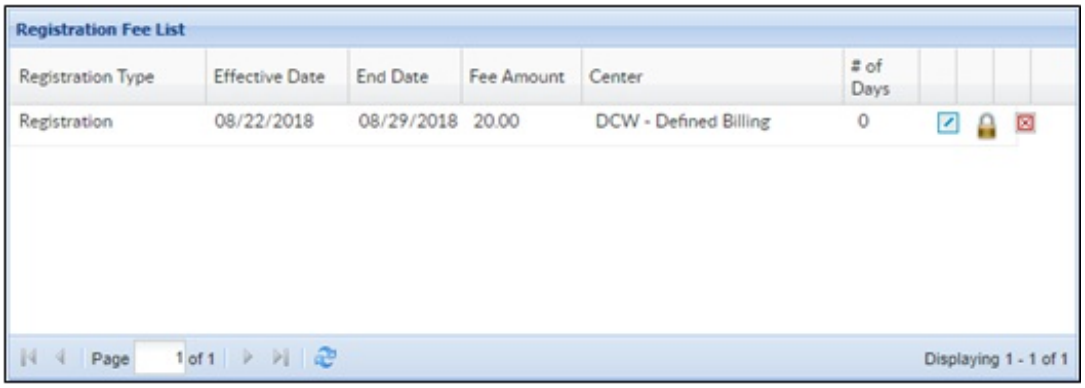
View/Authorize a Registration Fee

1. Click Setup, then select Fees



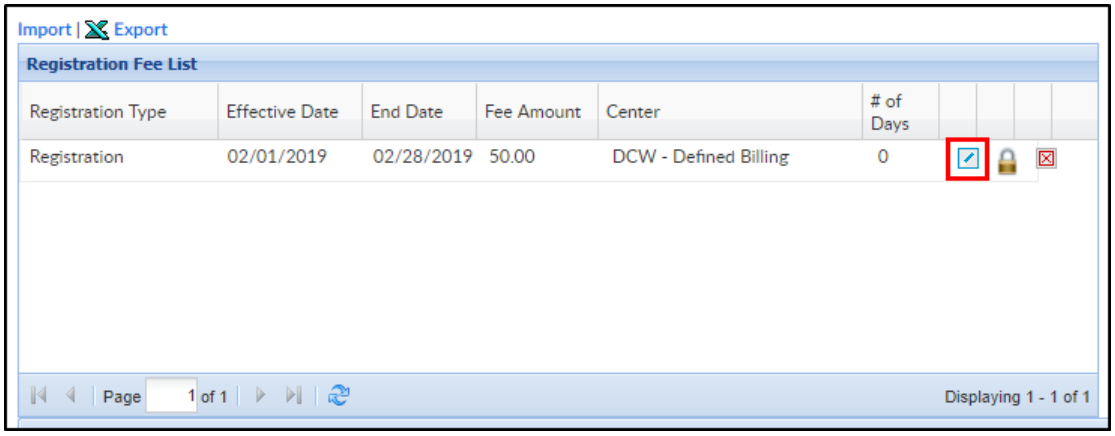
2. Click Setup Registration Fee

3. View current registration fees in the Registration Fee List box

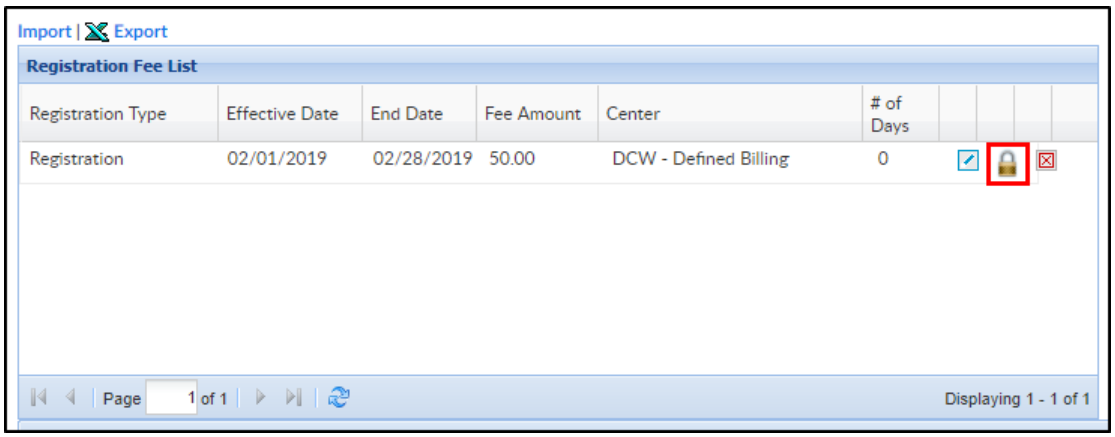


   - To edit the registration fee, click the modify icon (blue square)

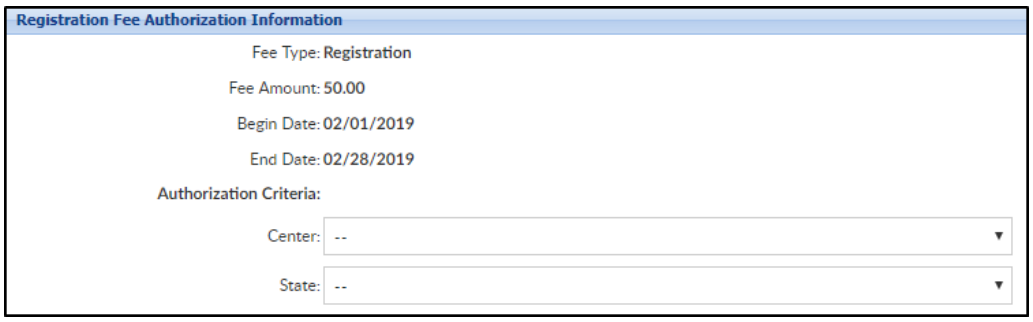
towards the right



- To add a registration fee to a center, click the View/Edit Authorization icon (lock)

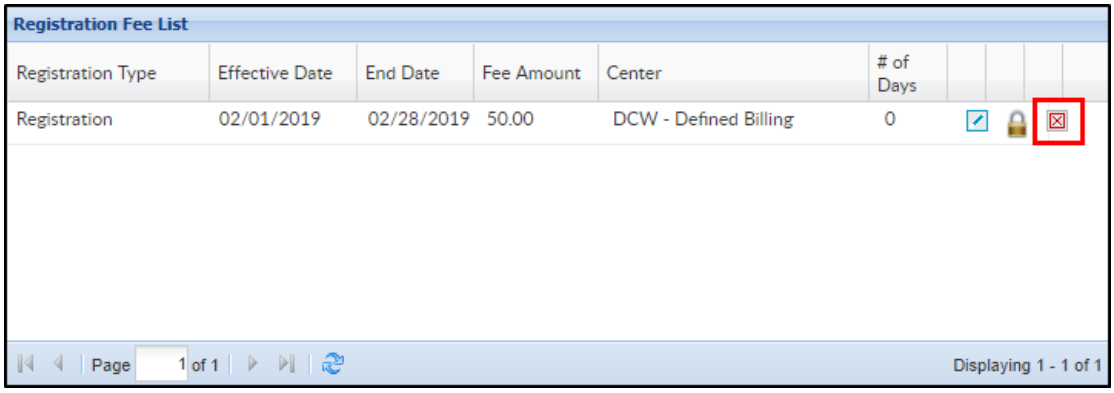


  - In the Registration Fee Authorization Information box, select the Center and/or the State from the drop-down



  - Click Save

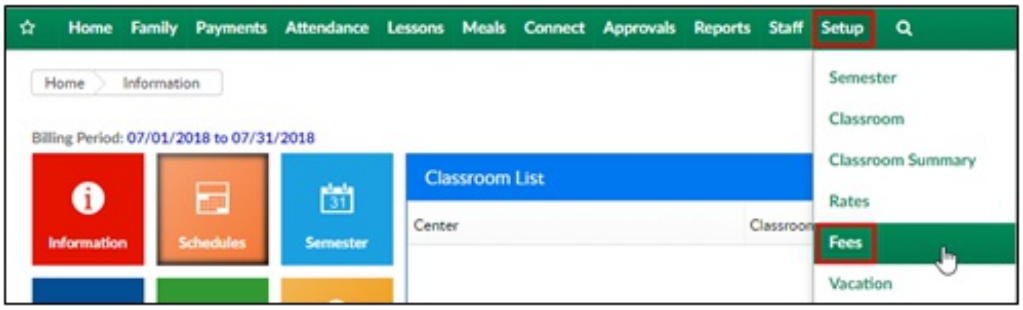
- To delete a registration fee, click the red X



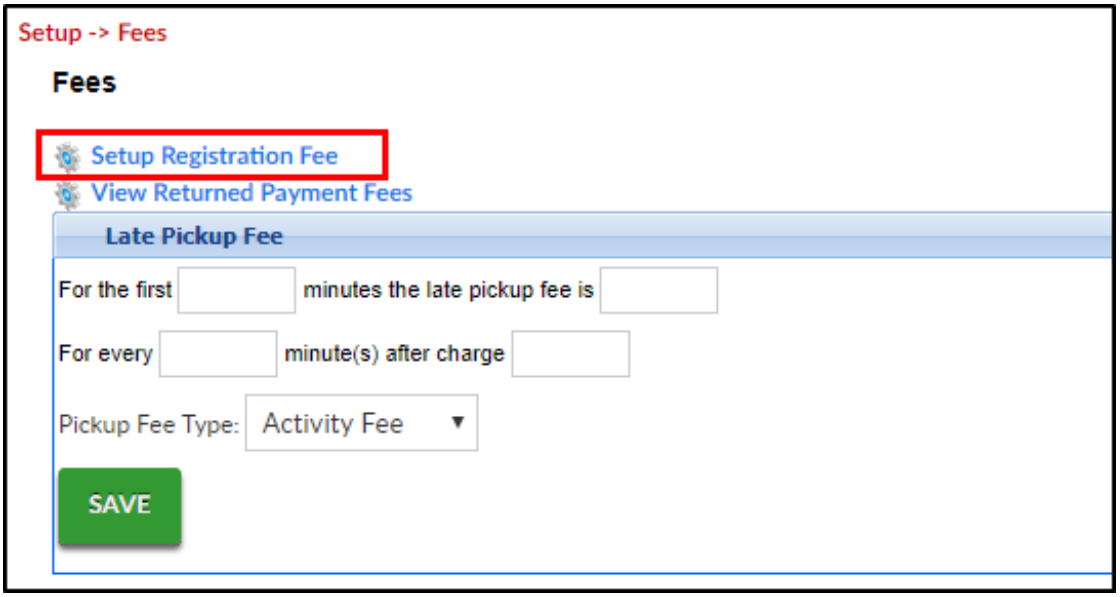
Setup a Registration Fee

To setup a new Registration Fee, follow the steps below:

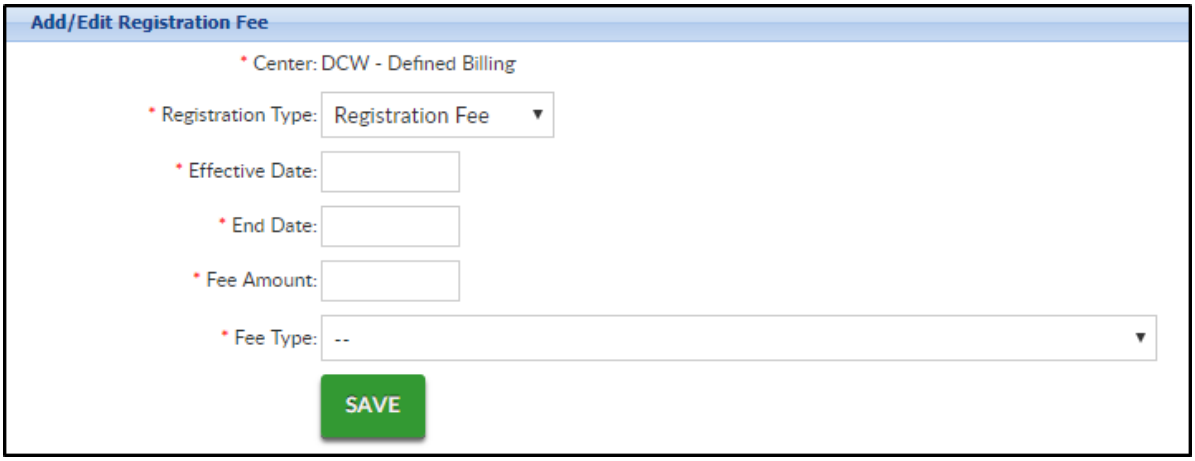
1. Click Setup, then select Fees



2. Click Setup Registration Fee



3. Scroll to the bottom of the page, under Add/Edit Registration Fee



- Select the Center from the drop-down, if applicable
- Select Registration or Re-registration
- Enter an effective date to start charging the fee on all new student registrations
- Enter an end date for the registration fee
- Enter the amount of the registration fee
- Select the fee type from the drop-down
    - If this is for a re-registration, enter the amount of days they will not be charged within. For example, if a registration fee was paid 1/1/2019 they they should not be charged a re-registration fee within a year, enter 365 in the field

4. Click Save