# 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/reregistration fee year after year.

### View/Authorize a Registration Fee

1. Click Setup, then select Fees

ŵ	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	۹
C	Home Information								Semester			
В	illing Period:	07/01/2	018 to 07/31	/2018							Classro	om
				rinta Titola	Cla	ssroom	List				Classro	om Summary
	Information		ichedules	Semester	Cente	a.			c	lassroon	Fees	
											Vacatio	in .

2. Click Setup Registration Fee

etup -> Fees
Fees
<ul> <li>Setup Registration Fee</li> <li>View Returned Payment Fees</li> </ul>
Late Pickup Fee
For the first minutes the late pickup fee is
For every minute(s) after charge
Pickup Fee Type: Activity Fee 🔻
SAVE

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

<b>Registration Fee List</b>						
Registration Type	Effective Date	End Date	Fee Amount	Center	# of Days	
Registration	08/22/2018	08/29/2018	20.00	DCW - Defined Billing	0	
14 4 Page 1	of 1 🕨 🕅 😂					Displaying 1 - 1 of 1

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

#### towards the right

Registration Fee List							
Registration Type	Effective Date	End Date	Fee Amount	Center	# of Days		
Registration	02/01/2019	02/28/2019	50.00	DCW - Defined Billing	0		

• To add a registration fee to a center, click the View/Edit

Import | 🔀 Export **Registration Fee List** # of Registration Type Effective Date End Date Fee Amount Center Days Registration 02/01/2019 02/28/2019 50.00 DCW - Defined Billing 0 1  $\boxtimes$ 🗐 🖣 Page 1 of 1 📔 🕨 🕅 🛛 🍣 Displaying 1 - 1 of 1

Authorization icon (lock)

In the Registration Fee Authorization Information box, select

the Center and/or the State from the drop-down

<b>Registration Fee Authorization Informati</b>	on					
Fee Type: Registration						
Fee Amount:	Fee Amount: 50.00					
Begin Date:	Begin Date: 02/01/2019					
End Date:	End Date: 02/28/2019					
Authorization Criteria:	Authorization Criteria:					
Center:		•				
State:		•				

- Click Save
- To delete a registration fee, click the red X

Registration Fee List						
Registration Type	Effective Date	End Date	Fee Amount	Center	# of Days	
Registration	02/01/2019	02/28/2019	50.00	DCW - Defined Billing	0	🗹 🔒 🖂
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#### Setup a Registration Fee

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

1. Click Setup, then select Fees

\$	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	٩
0	Home	Informati	on								Semes	ter
Bi	ling Period:	07/01/2	018 to 07/31	/2018							Classre	moc
			_	-l-l-	Cla	issroom	List				Classre	oom Summary
	1			31	Cente	er .			c	lassroon	Rates	
	Information		ichedules	Semester							Fees	
											Vacati	on

2. Click Setup Registration Fee

Setup -> Fees
Fees
<ul> <li>Setup Registration Fee</li> <li>View Returned Payment Fees</li> </ul>
Late Pickup Fee
For the first minutes the late pickup fee is
For every minute(s) after charge
Pickup Fee Type: Activity Fee 🔹
SAVE

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

Add/Edit Registration Fee	
* Center:	DCW - Defined Billing
<ul> <li>Registration Type:</li> </ul>	Registration Fee 🔹
* Effective Date:	
* End Date:	
* Fee Amount:	
• Fee Type:	•
	SAVE

- 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 reregistration fee within a year, enter 365 in the field
- 4. Click Save