

Setup > Fees, Registration Fees

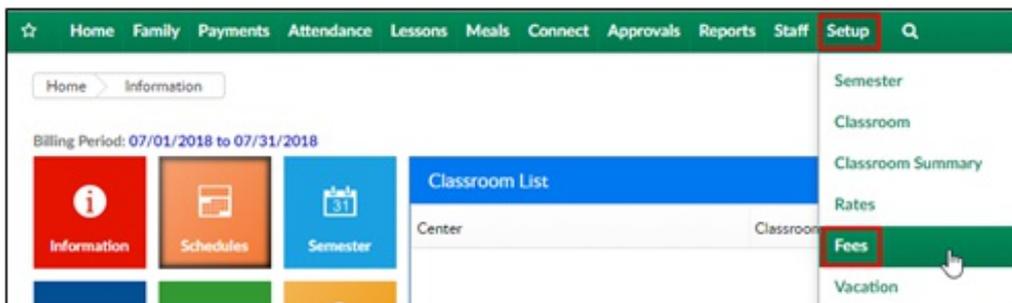
Last Modified on 05/22/2019 1:19 pm EDT

Registration Fees

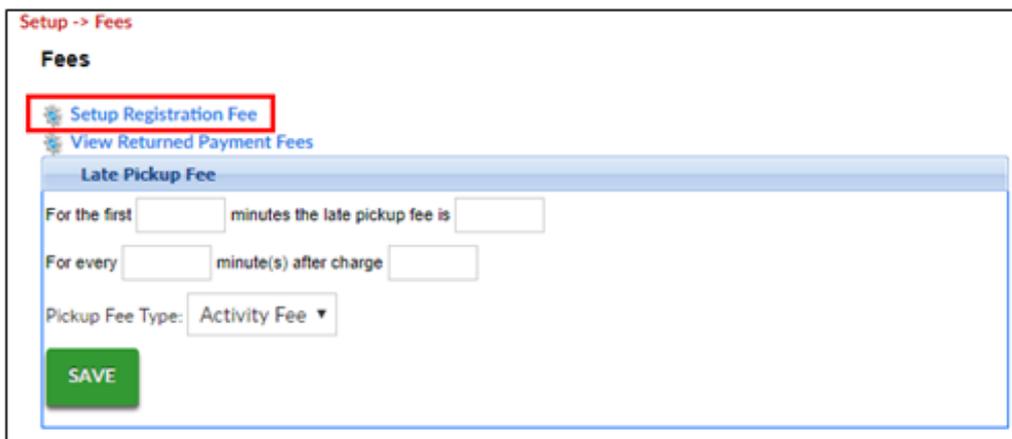
Setting up a registration fee allows the site to charge a set registration/re-registration fee year after year.

View/Authorize a Registration Fee

1. Click Setup, then select Fees



2. Click Setup Registration Fee



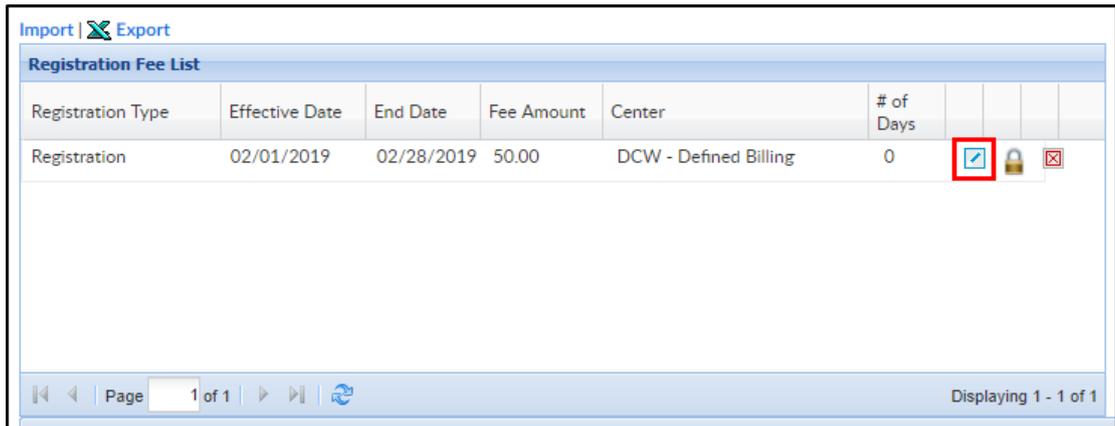
3. View current registration fees in the Registration Fee List box

Registration Type	Effective Date	End Date	Fee Amount	Center	# of Days			
Registration	08/22/2018	08/29/2018	20.00	DCW - Defined Billing	0	<input checked="" type="checkbox"/>		

Page 1 of 1 | Displaying 1 - 1 of 1

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

towards the right



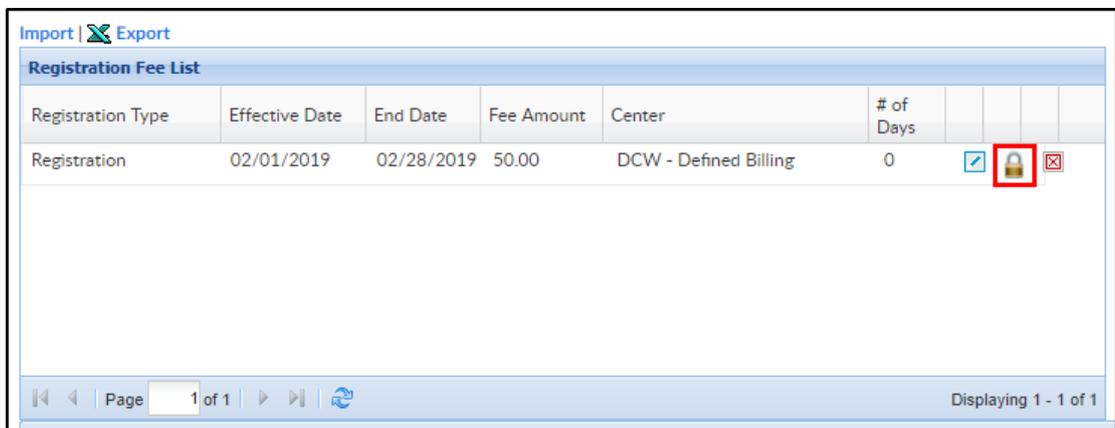
Import | Export

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	<input checked="" type="checkbox"/>		

Page 1 of 1 | Displaying 1 - 1 of 1

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



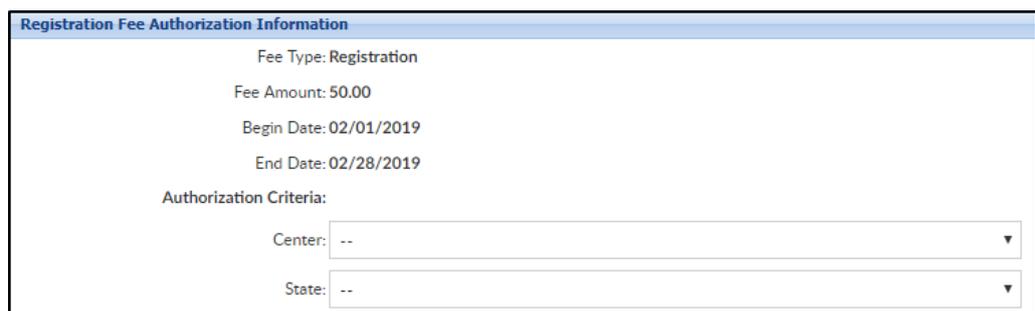
Import | Export

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	<input checked="" type="checkbox"/>		

Page 1 of 1 | Displaying 1 - 1 of 1

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



Registration Fee Authorization Information

Fee Type: Registration
Fee Amount: 50.00
Begin Date: 02/01/2019
End Date: 02/28/2019

Authorization Criteria:

Center: -- ▾
State: -- ▾

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

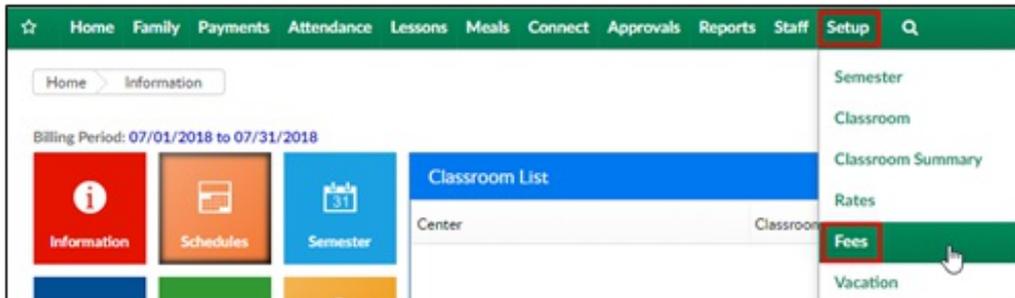
Registration Fee List							
Registration Type	Effective Date	End Date	Fee Amount	Center	# of Days		
Registration	02/01/2019	02/28/2019	50.00	DCW - Defined Billing	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Page 1 of 1 | Displaying 1 - 1 of 1

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

Setup -> Fees

Fees

- [Setup Registration Fee](#)
- [View Returned Payment Fees](#)

Late Pickup Fee

For the first minutes the late pickup fee is

For every minute(s) after charge

Pickup Fee Type:

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

Add/Edit Registration Fee

* Center: DCW - Defined Billing

* Registration Type:

* 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 re-registration fee within a year, enter 365 in the field

4. Click Save
