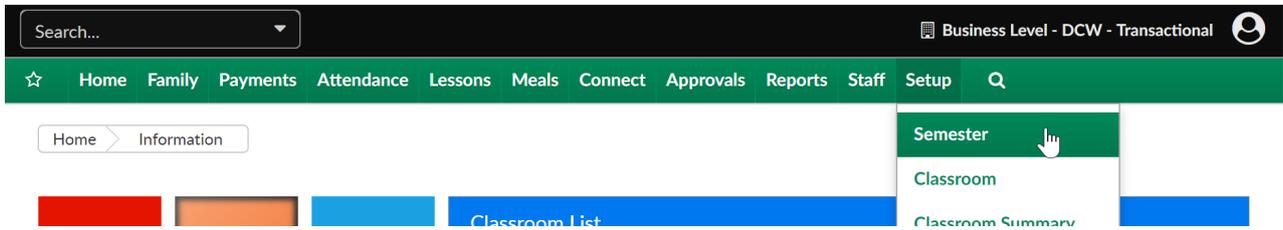


Room- How to change a registration fee

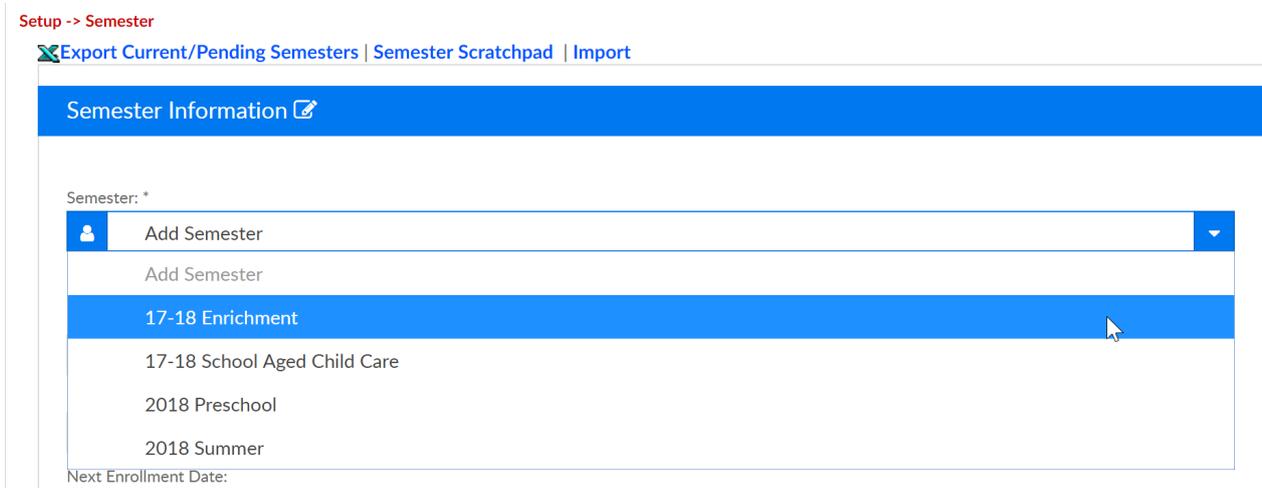
Last Modified on 12/07/2020 7:27 am EST

Registration fees can be added to the system in multiple areas, the first place to start when trying to adjust a registration fee is to see how the fee is being charged.

This can be seen on the [Setup > Semester](#) page.



Select a semester from the drop down menu-



Then look at the Semester Cost At: field.

- Room/Program- registration fee is set at the room or room/semester level, this means that each room/program associated to the semester that has been selected will invoice as parents register for the program.
 - For example- AM, Before School has a registration fee AND PM, After School has a registration fee- if both rooms are selected the parent will pay a registration fee for both room/programs.
- Semester Family- registration fee is set by adding a total in the Semester Cost, Semester Additional Participant Cost and Max Semester Cost fields on the Setup > Semester page
 - For example- If a parent has more than one child they will pay one fee for registration into one or more programs associated to the same semester.
- Semester Family & Room/Program- registration fee is set by adding a total in the Semester Cost, Semester Additional Participant Cost and Max Semester Cost fields on the Setup > Semester page AND the registration fee at the room or room/semester level
 - For example- AM, Before School has a registration fee AND PM, After School has a

registration fee- if both rooms are selected the parent will pay a registration fee for both room/programs, the parent will ALSO pay an overall registration fee for enrolling in the semester.

- Select Yes to tying semesters of the same date if using semester family and room/program and you do not want to charge the family for the same child if they enroll in additional programs related to the semester.

Setup -> Semester

[Export Current/Pending Semesters](#) | [Semester Scratchpad](#) | [Import](#)

Semester Information

Semester: *

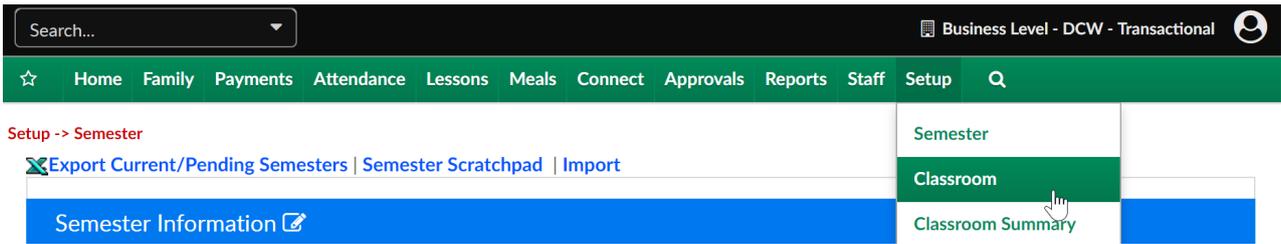
17-18 Enrichment

[Show All](#)

<p>Semester Description: *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> 17-18 Enrichment </div> <p>Start Date: *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> 08/28/2017 </div> <p>Next Enrollment Date:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> </div> <p>Registration Active:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Active </div> <p>Semester Cost At:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Room/Program <div style="background-color: #007bff; color: white; padding: 5px; margin-top: 5px;"> Room/Program </div> <div style="padding: 5px; margin-top: 5px;">Semester Participant</div> <div style="padding: 5px; margin-top: 5px;">Semester Family</div> <div style="padding: 5px; margin-top: 5px;">Semester Family & Room/Program</div> </div> <p>Max Enrollment:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> </div>	<p>Semester Year: *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> 2017 </div> <p>End Date: *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> 05/2 </div> <p>New Registrator</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Yes </div> <p>Semester Cost:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> </div> <p>Max Semester Co</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> </div> <p>Active Enrollmen</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> </div>
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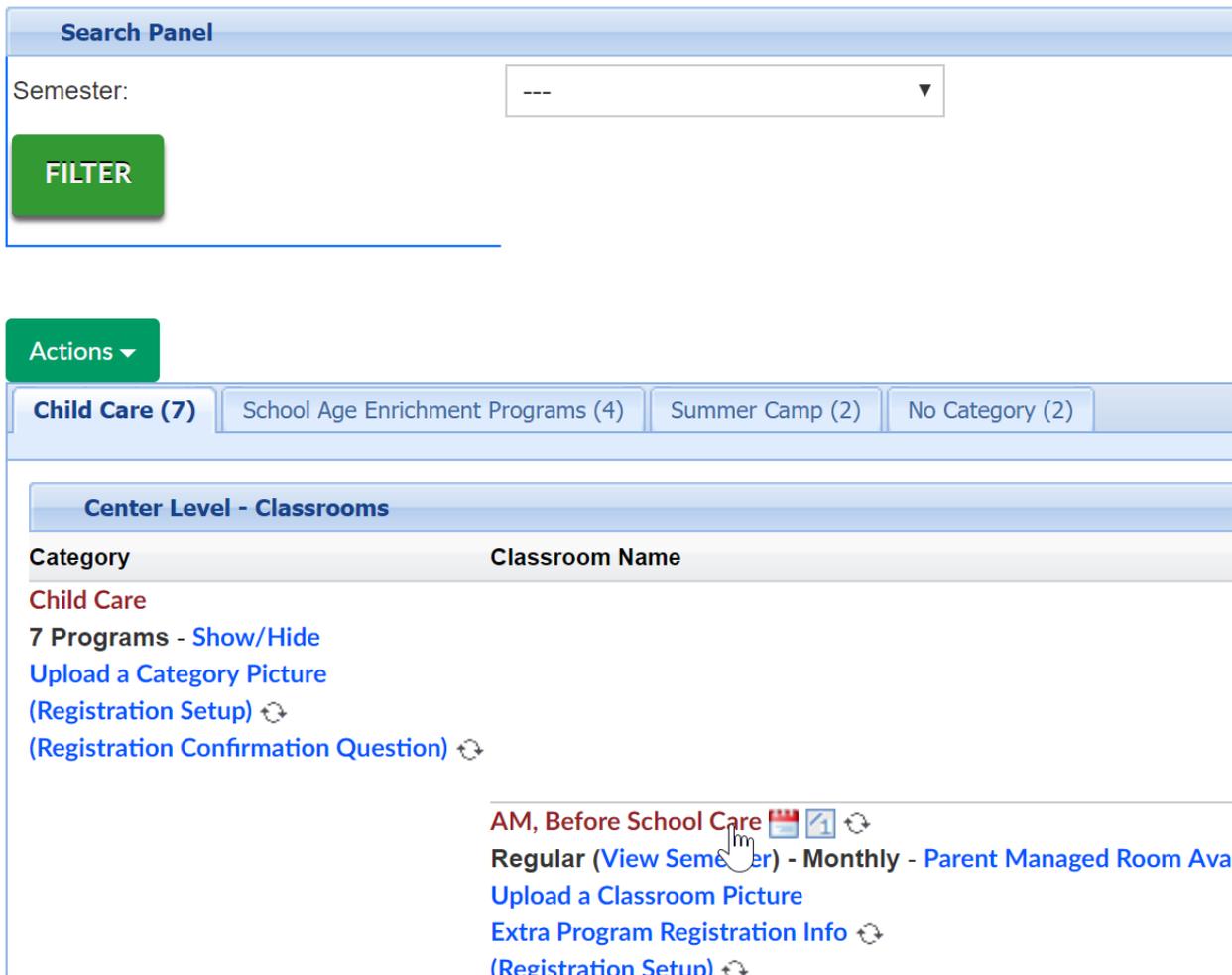
To update cost at the room/program level

Go to the Setup > Room page-



On the Setup > Room page, select a room name

Setup -> Classroom



Enter the cost of the Room/Program into the Registration Fee field-

Classrooms

Classroom Information

Room Type:

* Classroom Name:

Classroom Category:

Attendance Group: [Time Details](#)

Online Description:

Source | Save | Undo | Redo | Copy | Paste | Delete | Undo | Redo | Search | Bold | Italic | Underline | Strikethrough | Text Color | Background Color | Bulleted List | Numbered List | Indented List | Decrease Indent | Increase Indent | Quote | Unquote | Link | Unlink | Flag

Styles | Format | Font | Size | Text Color | Background Color | ?



* Capacity:

Send Email When Room Reaches Capacity:

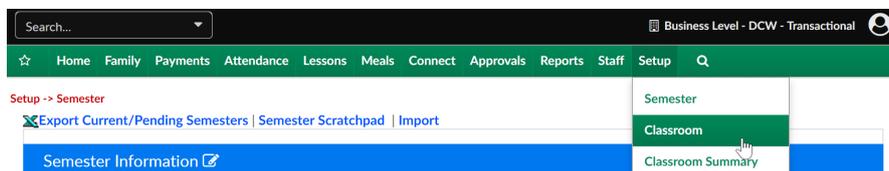
* Registration Fee:

Active:

To update cost at the room/semester level

Note: if the registration fee is updated at this level the changes will apply to all sites the room/semester is associated to. If sites have variant fees go to the [setup > semester summary](#) page to update by semester/room/site.

Go to the Setup > Room page-



Then select the (View Semester) link under the Room/Program Name-

Setup -> Classroom

Search Panel

Semester:

FILTER

Actions

Child Care (7) | School Age Enrichment Programs (4) | Summer Camp (2) | No Category (2)

Center Level - Classrooms

Category	Classroom Name	Capacity	Fee
Child Care			
7 Programs - Show/Hide			
Upload a Category Picture			
(Registration Setup)			
(Registration Confirmation Question)			
	AM, Before School Care		
	Regular (View Semester) - Monthly - Parent Managed Room Availability		
	Upload a Classroom Picture		
	Extra Program Registration Info	0	\$ 0.00
	(Registration Setup)		
	(Attribute Setup)		
	(Extra Fee Setup)		
	Flexible Care, AM		

Then select the semester from the drop down list-

Setup -> AM, Before School Care -> Semester

Semester Information: AM, Before School Care

Semester:

- Select Room Semester
- * 17-18 School Aged Child Care
- 17-18 Enrichment

Enter the registration fee amount in the Enrollment Information section-

- Registration Fee- cost of first child's registration fee
- 1st Sibling Registration Fee- cost of second child's registration fee
- Additional Registration Fee- cost of 3 + children's registration fees

Enrollment Information

* Enrollment Start Date:

* End Date:

Default Rate:

Registration Fee:

1st Sibling Registration Fee:

Additional Sibling Registration Fee:

Re-Registration Fee:

Sponsor Registration Fee:

Start Hour: :

Stop Hour: :

Parent Manage Cutoff:

Scroll to the bottom of the page and select Apply to All-

Center List			
Center	Action	Change Status	Show/Hide
DCW Transactional- Center 1	Remove	Close	Hide