

Setup > Semester, Semester Family & Room/Program

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There are 4 "Semester Cost At" options to choose from when creating a new semester; Room/Program, Semester Participant, Semester Family, and Semester Family & Room/Program. Once steps 1-8 are completed from the [Setup > Semester](#) article, follow the steps below to set up a [Semester Family & Room/Program](#) semester:

Please Note: When using Semester Cost At "Semester Family & Room/Program", Semester Cost fee will be charged and fees setup at the room level. The room level fees will pull from the [Room Semester](#) (View Semester) screen **first**. If there are no fees setup in room semester, fees will pull from the [Room Configuration](#) screen. Click here for [registration fee examples](#) or see the bottom of this page.

1. What is the Semester Cost At type? – Semester Family & Room/Program

What is the Semester Cost type?
Semester Family & Room/Program

What is the Semester Cost? *

Use Different Cost for Additional Participants? Yes

What is the Additional Participant Cost for the semester? *

What is the Maximum Semester Cost?

Tie Semesters together with the Same start and end Date? No

Current number of Active Enrollments:

What is the Late Enrollment Date?

What is the Late Enrollment Fee?

Notify family on Multiple Enrollments for the same semester? Yes No

Is Down Payment Allowed? Yes No

What is the Down Payment Amount? *

2. What is the Semester Cost? – enter the semester fee to be charged.

Please Note: this fee will be charged per student if the Use Different Add. Participant Cost is set to No

What is the Semester Cost type?
 Semester Family & Room/Program

What is the Semester Cost? *
 \$

Use Different Cost for Additional Participants?
 Yes

What is the Additional Participant Cost for the semester? *
 \$

What is the Maximum Semester Cost?
 \$

Tie Semesters together with the Same start and end Date?
 No

Current number of Active Enrollments:

What is the Late Enrollment Date?

What is the Late Enrollment Fee?
 \$

Notify family on Multiple Enrollments for the same semester?
 Yes No

Is Down Payment Allowed?
 Yes No

What is the Down Payment Amount? *
 \$

3. Use Different Cost for Additional Participants? – this allows a different fee to be setup for additional students after the first student registers

What is the Semester Cost type?
 Semester Family & Room/Program

What is the Semester Cost? *
 \$

Use Different Cost for Additional Participants?
 Yes

What is the Additional Participant Cost for the semester? *
 \$

What is the Maximum Semester Cost?
 \$

Tie Semesters together with the Same start and end Date?
 No

Current number of Active Enrollments:

What is the Late Enrollment Date?

What is the Late Enrollment Fee?
 \$

Notify family on Multiple Enrollments for the same semester?
 Yes No

Is Down Payment Allowed?
 Yes No

What is the Down Payment Amount? *
 \$

- o Yes – setup a different fee per additional student (after the first). If yes, Additional Participant Cost is required. Enter the fee for additional students. **Please Note:** If this field is left blank, it will charge the Semester Cost for additional students. If additional students should not be charged a fee, enter 0.00 in this field

What is the Semester Cost type?
 Semester Family & Room/Program

What is the Semester Cost? *
 \$

Use Different Cost for Additional Participants?
 Yes

What is the Additional Participant Cost for the semester? *
 \$

What is the Maximum Semester Cost?
 \$

Tie Semesters together with the Same start and end Date?
 No

Current number of Active Enrollments:

What is the Late Enrollment Date?

What is the Late Enrollment Fee?
 \$

Notify family on Multiple Enrollments for the same semester?
 Yes No

Is Down Payment Allowed?
 Yes No

What is the Down Payment Amount? *
 \$

- o No – do not setup a fee for additional students. Additional students

will be charged the Semester Cost

4. What is the Maximum Semester Cost? – total maximum fee charged to a family for this semester. **Please Note:** this total does not include the fees added in the Room configuration

The screenshot shows a form with several fields. The field 'What is the Maximum Semester Cost?' is highlighted with a red border. Other fields include 'What is the Semester Cost type?' (set to 'Semester Family & Room/Program'), 'Use Different Cost for Additional Participants?' (set to 'Yes'), 'What is the Additional Participant Cost for the semester?' (with a '\$' icon), 'Tie Semesters together with the Same start and end Date?' (set to 'No'), 'Current number of Active Enrollments:' (with a '\$' icon), 'What is the Late Enrollment Date?' (with a calendar icon), 'What is the Late Enrollment Fee?' (with a '\$' icon), 'Notify family on Multiple Enrollments for the same semester?' (radio buttons for 'Yes' and 'No', 'No' is selected), 'Is Down Payment Allowed?' (radio buttons for 'Yes' and 'No', 'Yes' is selected), and 'What is the Down Payment Amount?' (with a '\$' icon).

5. Tie Semesters together with the same start and end date?

The screenshot shows the same form as above. The field 'Tie Semesters together with the Same start and end Date?' is highlighted with a red border. The 'No' option is selected in this dropdown menu.

- Yes – all semesters with the same start and end dates should be tied together. Tied semesters will only charge the student one semester cost. **Recommendation:** all tied semesters should have the same Semester Cost and Semester Cost At setup
- No – do not tie semesters of the same dates together

6. Current number of Active Enrollments? – leave blank when creating a new semester. During active enrollment, this field will display number of students currently enrolled

What is the Semester Cost type? Semester Family & Room/Program	What is the Semester Cost? * \$
Use Different Cost for Additional Participants? Yes	What is the Additional Participant Cost for the semester? * \$
Tie Semesters together with the Same start and end Date? No	What is the Maximum Semester Cost? \$
Current number of Active Enrollments: [Red Box]	
What is the Late Enrollment Date? [Calendar Icon]	What is the Late Enrollment Fee? \$
Notify family on Multiple Enrollments for the same semester? <input type="radio"/> Yes <input checked="" type="radio"/> No	Is Down Payment Allowed? <input checked="" type="radio"/> Yes <input type="radio"/> No
	What is the Down Payment Amount? * \$

7. What is the Late Enrollment Date? – if a family will be charged a late registration fee on top of the regular registration fee, enter the date the late enrollment will begin

What is the Semester Cost type? Semester Family & Room/Program	What is the Semester Cost? * \$
Use Different Cost for Additional Participants? Yes	What is the Additional Participant Cost for the semester? * \$
Tie Semesters together with the Same start and end Date? No	What is the Maximum Semester Cost? \$
Current number of Active Enrollments: [Red Box]	
What is the Late Enrollment Date? [Calendar Icon]	What is the Late Enrollment Fee? \$
Notify family on Multiple Enrollments for the same semester? <input type="radio"/> Yes <input checked="" type="radio"/> No	Is Down Payment Allowed? <input checked="" type="radio"/> Yes <input type="radio"/> No
	What is the Down Payment Amount? * \$

8. What is the Late Enrollment Fee? – enter the late registration fee

What is the Semester Cost type? Semester Family & Room/Program	What is the Semester Cost? * \$
Use Different Cost for Additional Participants? Yes	What is the Additional Participant Cost for the semester? * \$
Tie Semesters together with the Same start and end Date? No	What is the Maximum Semester Cost? \$
Current number of Active Enrollments: [Red Box]	
What is the Late Enrollment Date? [Calendar Icon]	What is the Late Enrollment Fee? \$
Notify family on Multiple Enrollments for the same semester? <input type="radio"/> Yes <input checked="" type="radio"/> No	Is Down Payment Allowed? <input checked="" type="radio"/> Yes <input type="radio"/> No
	What is the Down Payment Amount? * \$

9. Notify family on Multiple Enrollments for the same semester? – if an existing student registers via the Connect Portal for multiple programs within the same semester, the parent will receive a warning message on that portal registration session

What is the Semester Cost type? Semester Family & Room/Program	What is the Semester Cost? * \$
Use Different Cost for Additional Participants? Yes	What is the Additional Participant Cost for the semester? * \$
Tie Semesters together with the Same start and end Date? No	What is the Maximum Semester Cost? \$
Current number of Active Enrollments: 0	What is the Late Enrollment Fee? \$
What is the Late Enrollment Date? [Calendar Icon]	What is the Down Payment Amount? * \$
Notify family on Multiple Enrollments for the same semester? <input type="radio"/> Yes <input checked="" type="radio"/> No	Is Down Payment Allowed? <input checked="" type="radio"/> Yes <input type="radio"/> No

10. Is Down Payment Allowed?

What is the Semester Cost type? Semester Family & Room/Program	What is the Semester Cost? * \$
Use Different Cost for Additional Participants? Yes	What is the Additional Participant Cost for the semester? * \$
Tie Semesters together with the Same start and end Date? No	What is the Maximum Semester Cost? \$
Current number of Active Enrollments: 0	What is the Late Enrollment Fee? \$
What is the Late Enrollment Date? [Calendar Icon]	What is the Down Payment Amount? * \$
Notify family on Multiple Enrollments for the same semester? <input type="radio"/> Yes <input checked="" type="radio"/> No	Is Down Payment Allowed? <input checked="" type="radio"/> Yes <input type="radio"/> No

- o Yes – a down payment must be made to register. If yes, Down Payment Amount is required

What is the Semester Cost type? Semester Family & Room/Program	What is the Semester Cost? * \$
Use Different Cost for Additional Participants? Yes	What is the Additional Participant Cost for the semester? * \$
Tie Semesters together with the Same start and end Date? No	What is the Maximum Semester Cost? \$
Current number of Active Enrollments: 0	What is the Late Enrollment Fee? \$
What is the Late Enrollment Date? [Calendar Icon]	What is the Down Payment Amount? * \$
Notify family on Multiple Enrollments for the same semester? <input type="radio"/> Yes <input checked="" type="radio"/> No	Is Down Payment Allowed? <input checked="" type="radio"/> Yes <input type="radio"/> No

- o No – a down payment is not allowed/required

11. Early Enrollment Information - if families can register during an early enrollment period, complete the options below

- o What date should early enrollment start? – enter the start date for early enrollment

Early Enrollment Information

What date should early enrollment start?

What date should early enrollment stop?

What is the early enrollment cost? \$

Use Different Additional Participant Cost for early enrollment?

What is the Maximum Semester Cost for early enrollment? \$

- What date should early enrollment stop? – enter the end date of early enrollment

Early Enrollment Information

What date should early enrollment start?

What date should early enrollment stop?

What is the early enrollment cost? \$

Use Different Additional Participant Cost for early enrollment?

What is the Maximum Semester Cost for early enrollment? \$

- What is the early enrollment cost? – enter the semester cost for a student during early enrollment

Early Enrollment Information

What date should early enrollment start?

What date should early enrollment stop?

What is the early enrollment cost? \$

Use Different Additional Participant Cost for early enrollment?

What is the Maximum Semester Cost for early enrollment? \$

- Use Different Additional Participant Cost for early enrollment?

Early Enrollment Information

What date should early enrollment start?

What date should early enrollment stop?

What is the early enrollment cost? \$

Use Different Additional Participant Cost for early enrollment?

What is the Maximum Semester Cost for early enrollment? \$

- Yes – setup fee for additional students for early enrollment. If yes, setup Additional Participant Cost
 - No – do not setup fee for additional students for early enrollment
- What is the Maximum Semester Cost for early enrollment? – maximum amount charged for the semester during early enrollment

Early Enrollment Information

What date should early enrollment start?

What date should early enrollment stop?

What is the early enrollment cost? \$

Use Different Additional Participant Cost for early enrollment?

What is the Maximum Semester Cost for early enrollment? \$

12. Click

- Save - save the semester details
- Open Enrollment - save the semester details and open the semester and rooms/programs for registration
- Close Enrollment - close the semester and room/programs associated. Semester becomes Inactive
- Cancel Enrollment - cancelled semesters will cancel the room, but the semester still appears as Active

Fee Examples

The chart below describes how families are charged based on where the fees are entered:

Semester Cost At: Semester Family & Room/Program				
	Example 1	Example 2	Example 3	Example 4
Room (Room Name) Reg Fee	\$0	\$500	\$50	\$0
Room Semester (View Semester) Reg Fee	\$0	\$30	\$0	\$30
Room Sem. 1st Sibling Fee				
Setup > Semester, Semester Cost	\$350	\$350	\$350	\$350
Setup > Semester, Additional Participant Cost				\$100
Setup > Semester, Max Semester Cost				\$400
1st Student	\$350 + \$0	\$350 + \$30	\$350 + \$50	\$350 + \$30
2nd Student	\$350 + \$0	\$350 + \$30	\$350 + \$50	\$50 + \$30
Family Total Due at Registration	\$700	\$760	\$800	\$460
Notes	Each student is charged the semester cost	Each student is charged the semester cost and room semester registration fee	Each student is charged semester cost and room reg fee	Student 1 is charged semester cost. Student 2 is charged additional participant cost, but cannot exceed max semester cost