

How do I Add early and late fees for summer school

Maintenance > Online Summer School Setup > Online Registration Options:
In the Dates Tab you can set the date for early and late “discounts / fees”

The screenshot shows the 'Online Registration Options' dialog box with the 'Dates / Defaults' tab selected. The 'Allow Summer School Online Registration' checkbox is checked. The 'Control Dates' section contains a table with the following data:

	Start		End	
	Date	Time	Date	Time
Pre-Registration (Biographical info entry)	07-10-2019	12:01 AM	12-31-2019	12:01 AM
Class Selection	07-11-2019	12:01 AM	12-31-2019	12:01 AM
Registration Submit	07-12-2019	12:01 AM	12-31-2019	12:01 AM
Early Booking Discount			12-31-2019	12:01 AM
Payment in Full	07-12-2019	12:01 AM		
Late Fee	07-12-2019	12:01 AM		
End Online Access			12-31-2019	12:00 PM

The 'Defaults' section shows 'Default Student Group to be assigned when approving new students' set to 'Current Summer'. 'OK' and 'Cancel' buttons are at the bottom.

You can set the discount and the label on the receipt in the Early Booking Disc Tab:

The screenshot shows the 'Online Registration Options' dialog box with the 'Early Booking Disc.' tab selected. The 'Early Booking Discount Definition' section has a value of '25.00' in the currency field, 'Dollars' in the unit dropdown, and 'Per Course' in the frequency dropdown. The 'Web Name' field contains 'Early Booking Discount'. The 'Early Booking Discounts are implemented as' dropdown is set to 'Financial Aid'. 'OK' and 'Cancel' buttons are at the bottom.

Online Registration Options



Dates / Defaults | Payment Schedules | Early Booking Disc. | Registration Fee | Late Fee

Late Fee Definition:

Dollars due Per Course

Web Name:

Late Fees are implemented as a

You can set the late fee amounts and label on the receipt in the Late fee Tab: