



# Change a Registration's Contract

It is possible to change the contract rate or segment for which the student is registered in a contract class.

1. Under the **Main** menu, Navigate to the **Class**, and then double click into the Individual's **Registration** which needs to be changed.

[312774] Class

Class Number: 2019-2020 Preschool Tuition      Status: Active

Program: Child Care      Enrolled: 17

Course: Preschool Tuition      Waitlist: 0

Conf. Email:

General    Instructor & Expenses    Schedule    Arrangements    **Registration**    Waitlist    Receipt    Invoice

Registrations    Registration Email

Date	Name	Status	Reference	Method	Paid	Balance
7/8/2019	Bennett, Joe	Cancelled	10146127	ePayment	\$600.00	\$0.00
7/8/2019	Bennett, Sarah	Enrolled	10146167	ePayment	\$2,618.00	\$0.00
7/29/2020	Herlache, Brett	Enrolled	Pay Later	Other	\$0.00	\$2,500.00
2/5/2020	Julius, Amy	Cancelled	15826029	ePayment	\$1,000.00	\$0.00
1/24/2020	Julius, Brianna	Enrolled	15830200	ePayment	\$1,608.00	\$250.00
8/21/2019	Lamb, Ed	Enrolled	10148537	ePayment	\$2,460.00	\$250.00
7/12/2019	Lamb, Frank	Enrolled	10148536	ePayment	\$2,728.00	\$250.00
4/17/2020	Lamb, Hank	Enrolled	15837076	ePayment	\$1,118.00	\$250.00
7/29/2020	Lamb, Hank	Enrolled	17310003	ePayment	\$600.00	\$250.00
8/21/2019	Lamb, Sam	Cancelled	10148404	ePayment	\$50.00	\$0.00
10/3/2019	Lamb, Sam	Cancelled	10148436	ePayment	\$180.00	\$0.00
11/15/2019	Lamb, Sam	Enrolled	10148538	ePayment	\$2,350.00	\$250.00
12/19/2019	Lamb, Sam	Enrolled	15837017	ePayment	\$2,510.00	\$-2.00
7/17/2020	Moeller, Amanda	Enrolled	17112028	ePayment	\$610.00	\$250.00

Reports    Invoices have not been sent    Cancel    Save

2. In the Registration window, click the **Transfer** button () to the right of the **Current Contract** field.

[11878511] Registration

Name: Bennett, Sarah      Enrolled

Class: 2019-2020 Preschool Tuition Preschool Tuition

Pricing: Contract      Current Contract: Free and Reduced

Additional Student

3. The **Contract Change** window will open.

- To select a new rate, choose it from the **New Rate** drop-down menu.
- If the rate is remaining the same but the segment is changing, navigate to the **New AM/PM/Other Segment** drop-down menus within the respective segment type. Then choose a new segment.

- Registrations can only have one **AM**, **PM**, and **Other** segment at a time.

4. Once the new Segment is selected, choose the days for a new attendance schedule.

- If you only need to change the attendance schedule, select the days for the new attendance schedule and save. If a “Contract Change Fee” is assigned to the contract, you can waive the fee by checking the **Waive Change Fee** box.

5. Once the **Save** button is selected on the **Contract Change** screen, enter the **Date** on which the change will take effect. If the date is in the future, the change will be listed under the **Future Segments** tab and will not take effect until that date arrives.

- It is recommended to have your contract changes aligned with your invoice periods.