

TO MOVE CLASSES:

A student may move at any time in the month as long as the new class has space available. To move a parent must notify the office.

The same procedures must be completed to move a student as when the original registration occurred (Change Office book, Coaches book, and Computer).

To calculate MOVE prices:

Pull original enrollment to determine how many weeks original tuition paid for if not a complete month.

Under Previous Payment: Write down original payment *exactly* how it is entered in CM.

Cost of Previous Classes: Amt paid divided by number of classes in month = price per class X number of classes already taken

Cost of new classes: Cost of that class month price divided by number of classes in month X how many classes are left in month to take

Add together Cost of Old Classes + Cost of New Classes

Subtract Original payment from this number.

This number will either be:

- ❖ exactly what they paid
- ❖ more than what they paid (they will owe difference - balance) or
- ❖ less than what they paid (they will have a + credit on their account).

To MOVE in the computer:

- 1) Go to account
- 2) Click on the student's name
- 3) Click on current class that will be switched (write down total charged for class they are currently enrolled in)
- 4) Click the Transfer icon (top of tool bar-looks like blue & green arrows going in opposite directions)
- 5) Double click on new class. Adjust amount to say what their total for month was (i.e. old classes + new classes, especially if not price of full month)
- 6) On main account page check for balance or credit if applicable. Put + or - in Custom 1 with explanation (i.e - move M to W or + Move 1 hr to 1.5 hr). Save.