A⁺ **TADS**®

Essential Billing Prep for the New School Year

As schools prepare for the new academic year, it's essential to confirm that all billing components are accurate, up to date, and aligned with school policies. Following this checklist helps ensure smoother operations, greater transparency for families, and a more stable financial foundation for the school year ahead.

ENROLLMENT DEPOSITS & TUITION

Confirm deposit amounts and tuition rates for the upcoming year

Set default payment schedules and due dates

ANNUAL FEES (TECHNOLOGY, ACTIVITIES, FACILITIES)

Combine and confirm costs for technology usage, extracurriculars, and family access

Determine billing frequency (annual, per semester, etc.)

Communicate policies for lost or damaged items and general use expectations.

SPORTS & EXTRACURRICULAR PROGRAMS

Confirm participation fees and any associated costs (e.g., uniforms, supplies)

Set payment deadlines and clarify refund policies if applicable

FIELD TRIPS

Estimate total trip costs, including transportation and admission

Schedule billing prior to trip dates

VenturEd Solutions™

BEFORE & AFTERCARE

Define billing model: hourly drop-in or flat fee

Set up schedules for monthly, quarterly, or semester billing

Communicate sign-up procedures and expectations to families

LUNCH PROGRAMS

Remind parents to set up lunch accounts for their children

Set billing frequency and amounts if applicable

Update dietary information, if collected

SCHOOL FINANCE CHARGES (LATE FEES)

Decide if the school will collect late fees for past-due invoices.

Set the charge type (flat rate or percentage), timing, and minimum balance thresholds

Configure policies in your system so fees are applied automatically

Clearly communicate terms to families

INSTALLMENT PLAN FEES

Determine whether to charge a fee for specific payment plans.

Choose structure (flat rate or percentage of net tuition)

Align fee settings with plan options in the system

Deliver a Smoother Billing Experience with TADS®

Schedule Demo