

# How to update fee definition?



HDSchool Tutorials

Most of the time fee of school has been increased for many reasons. To update fee definition in HDSchool, you need to follow below steps:

1. Run **HDSchool**.
2. Go to **1<sup>st</sup> Page** of HDSchool, click on **Manage Fees**.
3. From **Manage Fee** window, select **Fee Group Name** of which fee has been increased. Then click on **Update All Fee Amount** button.

Fee Definition Name	Amount	Last Update Date	Fees Interest Segment	Penal Name
Registration Fee	1,100.00	17/06/2016 03:47 PM		
Enrollment Fee (One time non-refundable)	48,000.00	17/06/2016 03:47 PM		
Caution Money (One time refundable)	21,000.00	17/06/2016 03:47 PM		
Yearly Fee (Recurring & to be Collected Under multiple Heads)	79,537.50	17/06/2016 03:47 PM		

4. **Update fee Definition** window will open. You will see **Current Fee Amount** column.



Update Fee Defination

Fee Name	Fee Group Name	Current Fee Amount	Increase Fee Percentage	New Fee Amount	Last Updated Date
Registration Fee	Class - I And Class- II	1,100.00	0.00	1,100.00	17-06-2016
Enrollment Fee (One t...	Class - I And Class- II	48,000.00	0.00	48,000.00	17-06-2016
Caution Money (One t...	Class - I And Class- II	21,000.00	0.00	21,000.00	17-06-2016
Yearly Fee (Recurring...	Class - I And Class- II	79,537.50	0.00	79,537.50	17-06-2016

Update Cancel

- To change current fee amount from some percentage then write percent on **Increase Fee Percentage** column. Then **Current Fee Amount** automatically changes by that percent and appear in **New Fee Amount** Column.
- Click on **Update**.



Update Fee Defination

Fee Name	Fee Group Name	Current Fee Amount	Increase Fee Percentage	New Fee Amount	Last Updated Date
Registration Fee	Class - I And Class- II	1,100.00	5.00	1,155.00	17-06-2016
Enrollment Fee (One t...	Class - I And Class- II	48,000.00	10.00	52,800.00	17-06-2016
Caution Money (One t...	Class - I And Class- II	21,000.00	8.00	22,680.00	17-06-2016
Yearly Fee (Recurring...	Class - I And Class- II	79,537.50	5.00	83,514.38	17-06-2016

Update Cancel