



Contract Components

Radius Contract Components

Radius Contracts are programmed by the Radius team. Schools do not have the ability to copy and update the html files. There are several components to consider when building contracts that will allow schools to make changes to dynamic fields without any assistance from the Radius team.

Standard Biographical Fields

Radius contracts will use standard merge fields like Name, Address and Grade.

Data Posting Fields

These fields are used to post details that may vary from grade to grade. This will update the same fields that we had available in Ascendance Enrollment Management. Radius allows the selective updating of a single field through the Actions options associated with the seven posting fields.

Re-Enrollment Data	Actions
Tuition Amt: <input type="text" value="0.00"/> Dollars	<input type="button" value="Update"/> <input type="button" value="Do Not Update"/>
Deposit Amt: <input type="text" value="0.00"/> Dollars or <input type="text"/> % of (Tuition - Awards)	<input type="button" value="Update"/> <input type="button" value="Do Not Update"/>
Other Amt 1: <input type="text" value="0.00"/> Dollars	<input type="button" value="Update"/> <input type="button" value="Do Not Update"/>
Other Amt 2: <input type="text" value="0.00"/> Dollars	<input type="button" value="Update"/> <input type="button" value="Do Not Update"/>
Deposit Due: <input type="text" value="MM/dd/yyyy"/>	<input type="button" value="Update"/> <input type="button" value="Do Not Update"/>
Installment 1 Due: <input type="text" value="MM/dd/yyyy"/>	<input type="button" value="Update"/> <input type="button" value="Do Not Update"/>
Installment 2 Due: <input type="text" value="MM/dd/yyyy"/>	<input type="button" value="Update"/> <input type="button" value="Do Not Update"/>

Contract HTML

Contract HTML includes **Custom HTML** and **Custom Text** IDs that are used in programming for additional merge fields. These IDs store values required by your contract each year that are not available through the traditional database or data posting fields.

- Enrollment HTML IDs are established once for all divisions
- Re-Enrollment HTML IDs are established once for all divisions
- Enrollment HTML and Re-Enrollment HTML values can vary between the two audiences.

Custom HTML

Custom HTML allows the school flexibility to update paragraphs of text that will change year to year or during different parts of the school year for midyear contracts. These blocks are text only and do not allow for merge fields or formulas.

- **Example of Custom HTML:** A school annually changes the maximum cash payment amount, the return check fee, and the finance charge for late payments. They prefer to edit all three values in the last paragraph of the contract as opposed to updating three Custom text fields they will modify the three details in one paragraph.

The screenshot displays a web application interface for managing enrollment contracts. On the left, a navigation menu includes 'Admissions', 'Enrollment', 'Settings', 'Contracts', 'Checklists', 'Enrollment Custom Fields', 'Enrollment Contract HTML', and 'Re-Enrollment'. The main content area is divided into two sections: 'Custom HTML' and 'Custom Text'. The 'Custom HTML' section shows a table with one entry (ID 1) and a 'Preview' button. The 'Custom Text' section shows a table with one entry (ID 1) and a 'Description' field containing 'Year'. A modal window titled 'Add Enrollment Contract HTML' is open, showing a 'Description' field with 'Signature' and an 'HTML Content' editor. The HTML content includes a signature line and a list of terms: '1. The Academy does not accept cash payments over \$100 for tuition or fees.', '2. The Academy will assess a \$50 fee for each returned check.', and '3. After 30 days, tuition and fee payments past due will incur a 1.5% per month late charge'. Below the list is a statement: 'I understand the Enrollment Contract and agree to the terms as outlined above:'. The modal has 'Save' and 'Cancel' buttons at the bottom.

Custom Text

Custom text allows the school flexibility to update dates and text strings that will change year to year or during different parts of the school year for midyear contracts.

- **Example of Custom Text:** The title includes the academic year and in the body of the contract there are 5 unique dates; Deposit Due Date, Installment 1 Due Date, Installment 2 Due Date, Discount Date, Cancellation Date
 - The Academic Year (2021-2022)
 - Setup the same ID and description in both audiences: Enrollment and Re-Enrollment
 - The Text value will be the same for the two audiences
 - Discount and Cancellation dates
 - Setup the same ID and description in both audiences: Enrollment and Re-Enrollment
 - The Text values may be different for the two audiences

The screenshot shows the 'Enrollment Year Setup' interface. The left sidebar contains a navigation menu with 'Re-Enrollment' selected. The main content area is titled 'Enrollment Year Setup' and includes instructions on entering custom HTML and text for re-enrollment contracts. A table below shows the configuration for custom text entries.

ID	Description	Text
1	Year	2021-2022
2	Discount	May 1, 2021
3	Cancel By	June 1, 2021

Conditional Statements

To minimize the number of different unique contracts a school uses, Radius contracts are programmed to use conditional logic. Whole sections, paragraphs, one sentence or a single word can show or hide based on a control field.

Examples of Conditional Statements:

- If the Student Next Year Grade = 10, then add the words “Upper School” to the Title
- If the Parent selects Payment Option 3, then show the mandatory Tuition Insurance (TI) paragraph, otherwise hide the TI paragraph
- If a Student has Scholarship > 0, then add a line in Tuition and Fees table called Financial Aid and show the amount in the scholarship field
- If the parent selects Campus A, then make the School District field required, otherwise it is optional.

Best Practice

Establish the same set of IDs for Enrollment and Re-Enrollment contracts
