

A large, teal-colored chevron graphic pointing to the right, located on the left side of the page.

Changing a Deposit Due Date

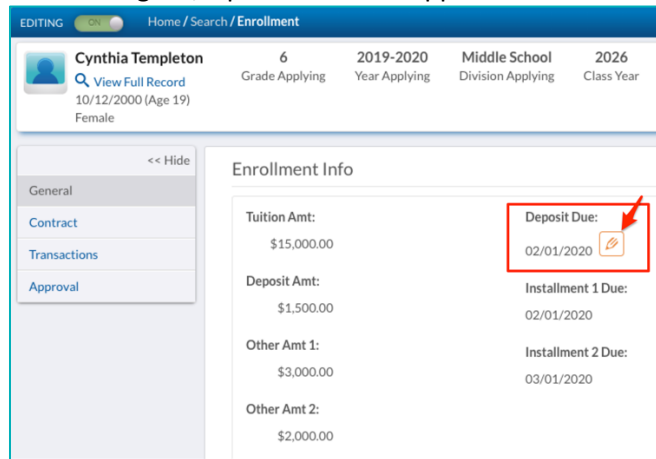
Changing a Deposit Due

On occasion it may be necessary to change a deposit due date. **If you want a new date to be reflected on the contract**, you should **unpublish** the current contract, update the deposit due date (save) and **republish** the contract. This will require all contract signatories to resign and resubmit.

If it is not necessary to update the contract, and you just want the database to reflect this new agreed upon date between the family and the school, you are able to do this in Enrollment or Re-Enrollment.

ENROLLMENT CENTER -> Enrollment or Re-Enrollment

1. Search for the Child, and click on the Name
2. Turn Editing On, a pencil icon will appear next to the Deposit Due Date



EDITING Home / Search / Enrollment

Cynthia Templeton 6 2019-2020 Middle School 2026
View Full Record Grade Applying Year Applying Division Applying Class Year
10/12/2000 (Age 19)
Female

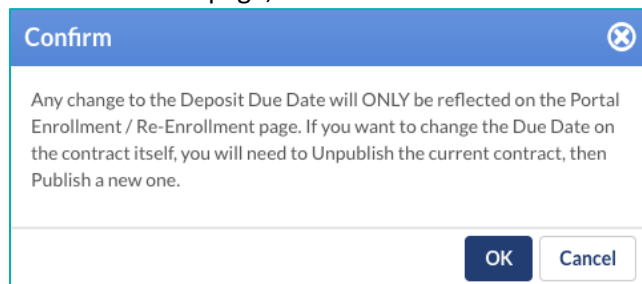
<< Hide

General
Contract
Transactions
Approval

Enrollment Info

Tuition Amt:	\$15,000.00	Deposit Due:	02/01/2020
Deposit Amt:	\$1,500.00	Installment 1 Due:	02/01/2020
Other Amt 1:	\$3,000.00	Installment 2 Due:	03/01/2020
Other Amt 2:	\$2,000.00		

3. Click on the pencil, a new window appears reminding you this updated date will only be reflected on this page, and not on the contract.

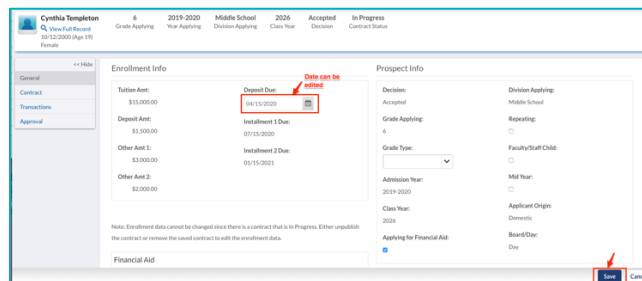


Confirm

Any change to the Deposit Due Date will ONLY be reflected on the Portal Enrollment / Re-Enrollment page. If you want to change the Due Date on the contract itself, you will need to Unpublish the current contract, then Publish a new one.

OK Cancel

4. Clicking OK, will return you to the record and a new Deposit Due date can be entered.
5. Click Save (bottom right of screen).



Cynthia Templeton 6 2019-2020 Middle School 2026 Accepted In Progress
View Full Record Grade Applying Year Applying Division Applying Decision Contract Status
10/12/2000 (Age 19)
Female

<< Hide

General
Contract
Transactions
Approval

Enrollment Info

Tuition Amt:	\$15,000.00	Deposit Due:	04-15-2020
Deposit Amt:	\$1,500.00	Installment 1 Due:	07/15/2020
Other Amt 1:	\$3,000.00	Installment 2 Due:	01/15/2021
Other Amt 2:	\$2,000.00		

Prospect Info

Decision:	Accepted	Division Applying:	Middle School
Grade Applying:	6	Repeating:	<input type="checkbox"/>
Grade Type:	<input type="checkbox"/>	Faculty/Staff Child:	<input type="checkbox"/>
Admission Year:	2019-2020	Mid Year:	<input type="checkbox"/>
Class Year:	2019	Applicant Origin:	Domestic
Applying for Financial Aid:	<input checked="" type="checkbox"/>	Board/Day:	Day

Note: Enrollment data cannot be changed since there is a contract that is In Progress. Either unpublish the contract or remove the used contract to edit the enrollment data.

Financial Aid

Save Cancel