

Moving a student who does not pay

As per the title of this section, this is the process to use if a client does not pay for lessons, they may be a family friend or staff. Or you may be running a secondary collection system such as billing the client a fixed monthly amount.

There are now two scenarios to consider they are.

- Are they moving prior to the first lesson?
- Are they moving midterm?

Moving prior to the first lesson

Option 1. From a course Press **Courses** – **Search** – **Students** and **Delete** the student

Option 2. Via the CDS Here you go to the client's **CDS** – **History** – and **Delete** the relevant course.

You then need to add the student to the new course.

Option 1. From Courses Go to **Courses** – **Search** – **Students** – **Add New Student** – Search for the name – **Select** – **Confirmed**

Option 2. Via the CDS Go to **CDS** – **Add** under Courses and History – **View Spaces** select the **Class Type** of required course – **Students** next to desired time – **Confirmed**

Moving Midterm

Go to **CDS** – **History** – **Lessons** – **Unselect** lessons not required – **Confirmed**

As the student doesn't pay for lessons, the fee should have previously been set to zero and/or orders are off in the Client CDS, there is no credit generated.

You then need to add the student to the new course.

Option 1. From Courses Go to **Courses** – **Search** – **Students** – **Add New Student** – Search for the name – **Select** – **Confirmed**

Option 2. Via the CDS Go to **CDS** – **Add** under Courses and History – **View Spaces** of required course – **Students** next to desired time – **Confirmed**