

# Class Control for Windows

## ✦ Flexible

Not all schools do things the same way. Most schools have to balance profitability with market requirements. Class Control is designed to help you do things “your way”. It’s also designed to let you change the way you do things from one school year to the next without messing up what you’re doing in the current school year.

## ✦ Reliable

Class Control has been evolving since 1990. It’s designed, developed, and supported by a software professional with over 30 years experience. It’s in use by hundreds of schools, fixed and mobile, across the country.

## ✦ The Features You Need

Every school I talk to influences the features that are in Class Control. Even if they don’t purchase the system, requirements they discuss often find their way into Class Control. And features provided by other programs you already use are not duplicated. Things like word processing, spreadsheets, full featured accounting (other than receivables) are left to the programs that do them best.

## ✦ Easy to Use

Class Control is not a spreadsheet or a “list” of stuff where you have to figure out how and where to put what. It’s a fully windowed, field oriented system that steps you through setup, data entry, and function requests (reports and processing) while checking for validity and completeness along the way.

## ✦ Supported

Full support at no charge on an 800 number with a real person that can talk your language! It doesn’t get any better than that.

## ✦ Regular Updates

Class Control is not finished and never will be. Major updates are released roughly once a year in late Spring or early Summer. Minor updates are made available throughout the year.

# Class Control for Windows

Class Control provides the school owner and administrative staff with many benefits.

- ★ **Fast, consistent, accurate, and automatic Registration and Tuition charge calculations when a student is assigned to or dropped from a class, including**
  - ✓ Multi-class discounts
  - ✓ Multiple family members discounts (recalculated when family members are dropped or added)
  - ✓ Special discounts (scholarships and staff discounts, etc)
  - ✓ Proration for classes not taken when starting in the middle of the month or Session
  - ✓ Proration for classes not taken when transferring to a different Class in the middle of a month or Session
- ★ **Significant savings in time and effort**
  - ✓ One step assigns or drops a Student from a class and adjusts the affected rosters and calculates (or recalculates) the charges for the family
  - ✓ Current rosters for the whole school or for an individual class can be printed with the click of a few buttons
  - ✓ Easy attendance tracking with absentee reports
  - ✓ Current, up to date invoices or statements can be printed at the click of a few buttons
  - ✓ No double entry for anything
- ★ **Payment processing is easy and family account information is readily available, including**
  - ✓ Current status
  - ✓ Upcoming charges
  - ✓ History of past charges
  - ✓ History of payments (including the ability to reverse a payment)
  - ✓ Available credits (including the ability to selectively apply credits)
- ★ **Revenue won't be lost because of forgotten charges or overlooked missed payments.**
- ★ **Management reports readily available to track school status and to help make important decisions**
  - ✓ School enrollment summaries by Class, Program, and school
  - ✓ School financial summaries with total charged, total paid, and total outstanding by Class, Program, and school
  - ✓ New student referral analysis
  - ✓ Drop reason summary
  - ✓ Drop Analysis Reports including Non-Returning Students and Drops by Instructor
  - ✓ Number of active students by age groups
- ★ **More time is available to devote to other necessary tasks.**  
... And Much More

# Class Control for Windows

You have the flexibility to set up Class Control to reflect how you run your school.

- ◆ The system is built around a “school year” concept so that the calendar and Sessions and Rates and Classes and Schedules apply to only one School Year. The next School Year can be set up in advance with as many or as few changes as you need without interfering with the current School Year.
- ◆ Registration can be charged Yearly or by Session, on a Fixed Date every year or the Registration Anniversary Date of each Student
- ◆ Tuition for different Classes can be charged by Week, Month, and/or Session
- ◆ Tuition can be charged as a Flat Rate per Month or Session, or on a Per Class basis with the actual Month or Session charge based on the number of Classes in the period
- ◆ Registration and Tuition Discounts for Families with multiple Students can be \$ off or % off, taken off each Student, additional Students, or the Family total, and can vary in amount based on the number of Students in the Family
- ◆ Special Discounts (Staff, Scholarship, etc.) can be defined and applied to individual Families or Students
- ◆ Classes are identified (and selected) by your names (Beginners, Mighty Mites, Level 8, etc.)
- ◆ Payments can be made in full, in part, or in advance.
- ◆ Payments can be “banked” (collected but not applied to any Charges) and applied as desired
- ◆ Payments can be reversed if a check is returned or a mistake made  
... And Much More




















# Class Control for Windows

You're able to quickly and easily handle the day to day and month to month tasks required to keep track of Students, Charges, and Payments.

- ✓ Registration with Family and Student Information kept together
  - ✓ Class Assignments, Transfers and Drops (with overbooking protection)
  - ✓ Allows for Attendance Tracking and Absentee Reports
  - ✓ Provides Student Assignment History
  - ✓ Allows specifying a Drop Reason and provides Drop Analysis Reports
  - ✓ Provides Family Discounts
  - ✓ Allows Special Discounts (Staff, Scholarships, etc.) for individuals
  - ✓ Automatically Calculates Registration and Tuition Charges by Family
  - ✓ Shows the Registration/Tuition Calculated when you assign a Student and gives you Override capability
  - ✓ Waiting Lists
  - ✓ Makeup/Trial Class Lists
  - ✓ Automated Early Payment Discount
  - ✓ Automated Late Payment Charges
  - ✓ Payments, Payment History, and Payment Reversals
  - ✓ Full, Partial, or Over Payment support including Unused Credits
  - ✓ Supports Payment by Bank Draft
  - ✓ Sales Tax Calculation and Reporting
  - ✓ Additional Charges and Fees
  - ✓ Provides an integrated database backup
- . . . And Much More

# Class Control for Windows

**You're provided with the reports that keep you informed of what's going on in your school and allow you to communicate with your customers.**

-  **Class Rosters (several types)**
  -  **Absentee Reports**
  -  **Instructor Schedules (with double bookings marked)**
  -  **Invoices and Statements (formatted to go into single or double windowed envelopes)**
  -  **Payment Detail Report for a specified date range**
  -  **Outstanding Due Report with 30-60-90 Aged Summary**
  -  **Preliminary and Final Bank Draft Reports**
  -  **School Enrollment Summary showing Age Groupings, Weekday Distribution, totals by Class and Program, Referral Summary, and Drop Summary**
  -  **School Financial Summary (Charged, Paid, Outstanding) by Class, with totals by Class and Program**
  -  **Classes and Schedules**
  -  **Family Information**
  -  **Credit Balance Report**
  -  **Tax Collection Summary for a date range**
  -  **Registration Anniversary Review (if you charge a Registration fee on the Anniversary date of Students)**
  -  **Check Deposit Report (to take to the bank with your checks)**
  -  **Mailing Labels, Mail/Merge files, E-Mails, and Lists for selected people based on a rich array of selection criteria**
  -  **Classes with Available Space**
  -  **Group or individual E-Mail support**
  -  **User Defined Fields for Responsible Parties and Students to extent Class Control to meet your unique needs**
- . . . And Much More**

# Class Control for Windows

**Accounting programs can't provide the class management functions or the complex recurring charge and discount structures required to run your school.**

- **Class Assignments**
- **Class Rosters (different types)**
- **Attendance Tracking and Reporting**
- **Instructor Schedules**
- **Class Utilization Reports (% filled)**
- **Enrollment Summaries**
- **Drop Analysis and Non-Returning Students Reports**
- **Makeup Classes, Waiting Lists, Trial Classes**
- **Automatic calculation of Registration and Tuition Fees for the Family, including Family Discounts, multiple class Discounts, and Special Discounts**
- **Charges by Session or by Month, flat fee for the period or based on the number of Class Days in each period, or based on the total Class Hours for the Family**
- **Protection against overfilling a Class**
- **Financial Reports, Mailing Labels, and Lists for selected Classes, or based on Demographic criteria (age, sex, birth month, etc) and User Defined Fields**

# Class Control for Windows

**Management by hand or even using spreadsheets or word processors doesn't even come close to the automation, time and effort efficiency, accuracy, or availability of information that you need for your business.**

- Information is entered once. You don't even have to "cut and paste".
- Assigning a Student to Class automatically places the Student on the Roster for that Class and calculates the Charges for the Family.
- Collecting a Payment automatically posts to the Account and adds to a Check Deposit Report if paid by check.
- Charges and Receipts are automatically distributed to revenue centers and Class Types.
- Invoices and Statements can be requested for all unpaid accounts, an individual Family, or based on Class criteria.
- Totals for Charges, Payments, and Outstanding are available for any period for the school, for your revenue centers, and for your Class Types with a few clicks of the mouse.
- Enrollment totals are available for the school, for your revenue centers, and for your Class Types with a few clicks of the mouse.
- Most reports are created after entering only the desired date range.

# Class Control for Windows

**Other class management programs just don't give you the power, flexibility, ease of use, protection, and control offered by Class Control.**

- You have a structured, controlled, guided setup process.
- A “School Year” structure allows you to change rates, Class Types, Schedules, even the way you do business from one year to the next and get the new year set up in advance without affecting the current School Year.
- Unlimited number of Sessions for the School Year, running either back to back, concurrently, or both.
- Unlimited number of Rate Structures, each allowing you to charge by Month or by Session, per period or per class, to have different Registration and Tuition rates, and to have different Family Discount strategies.
- Unlimited number of Class Types with an unlimited number of Days and Times (Schedules) for each Class Type.
- Tables for Drop Reasons, Insurance Age Groupings, Payment Methods and School Credit Methods, Referral Sources, Standard Messages, User Defined Fields, Zip Codes.
- Eight levels of passwords
- Override capability on all system calculated charges
- Extensive context sensitive Help File

# Class Control for Windows

## Plus lots of reports!

- Individual Class Rosters (with Attendance blocks)
- Competitive Rosters
- Active Students
- Classes with Available Slots
- Classes and Schedules with Rates and % filled
- Instructor Schedules
- Mailing Labels, Mail Merge Support, E-Mail Capability, Simple Lists
- Absentee Reports
- Invoices, Statements, and Outstanding Due
- Payment Details
- Check Deposits
- Credit Balance
- Tax Collection Summary
- Financial Summary
- Audit Log for Manual Changes
- Additional Charges Summary
- School Enrollment Summary
- Drop Analysis for Non-Returning Students
- Drop Analysis for Instructors

**And no one else gives you the free training, free on-going personal support, and reasonably priced regular enhancements that you need and deserve like**  
**Vaughn Software Services.**