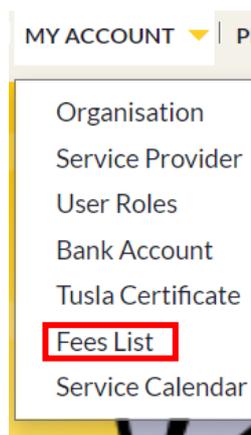
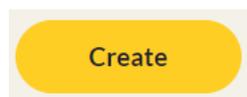


ECCE Fees List

- 1) Click on “My Account “and in the dropdown menu select on **Fees List**.



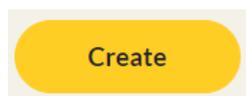
- 2) Select Create.



- 3) Select the relevant programme under the drop down in “Programme Call” and Click **Next**.



- 4) At Fee Options select **Create**.



- 5) Complete the relevant fields and select on **Submit**.

Scenario 1:

CREATE

DETAILS

Session Type Name *	Session Type *
Morning 9am - 12pm	AM
# Days	
5	
Fee excluding ECCE	Fee Including ECCE (3 free hours)
0	0
Effective From *	
21/06/2020	

Submit

Scenario 2:

CREATE

DETAILS

Session Type Name *	Session Type *
Afternoon 1pm-4pm	PM
# Days	
5	
Fee excluding ECCE	Fee Including ECCE (3 free hours)
0	0
Effective From *	
21/06/2020	

Submit

Scenario 3:

CREATE

DETAILS

Session Type Name *	Session Type *
Full Day Care 9am-6pm	AM
# Days	
5	
Fee excluding ECCE	Fee Including ECCE (3 free hours)
€175	€106.00
Effective From *	
24/08/2020	

Submit

Scenario 4:

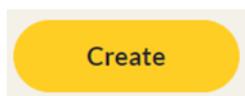
CREATE

DETAILS

Session Type Name *	Session Type *
Part Time 9am-2pm	AM
# Days	
5	
Fee excluding ECCE	Fee including ECCE (3 free hours)
110	41
Effective From *	
24/08/2020	

Submit

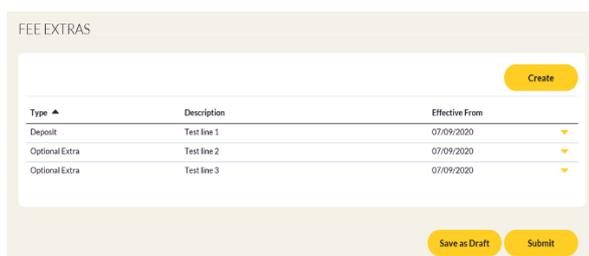
6) At Fees Extra select **Create**.



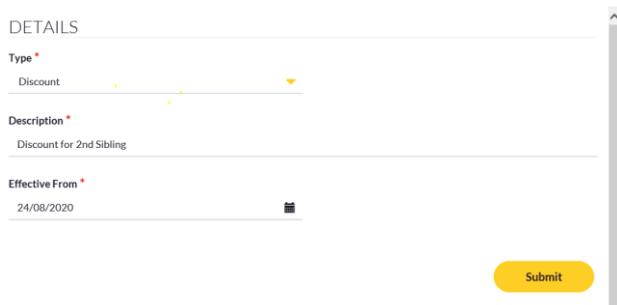
7) You can also add Fee Extras as this point.



***Please ensure that you select 'Create & Submit' separately for each different type of Optional extra you offer. This will ensure your Optional Extras will not all print out on the same line.**



8) Complete the Relevant Fields and Select on **Submit**.

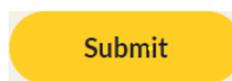


Note: Rules for Optional Extras can be found within the Rules of ECCE 2020/21 and it can be found on the HIVE.

9) Once you have entered in all details you can then select either save as Draft or Submit.



10) In order to print the Service Fees Information Letter to be signed by the Parent, select **Submit**.



Note: Once the Fees List is submitted, the local CCC will check them, approve and or refer back for necessary Corrections.

11) Go to **My Account** in the Home Page and select on **Fees List** (as at point 1). Select the Fees List you just created and select view in the drop down option.

12) Select Print Fees on the left hand side. (This will print the Service Fees Information Letter for the Parent)



13) Note in Order to Print Provider Copy you need to right click on screen and select option to print.

