


## Exclude a Family from Receiving Statements

When you enter a family from any location in the program, the Receive Statement check box is automatically selected. However, you can prevent a family from receiving a copy of the statement or invoice for tuition and other fees.

1. On the Home screen, click **Families**.
2. Double-click a family name.
3. Click the **Address** tab.
4. Under Mailing Name, clear the **Receive Statement** check box.
5. Click **OK**.

### Useful Information

 You can also access this information from the Students, Prospective Students, or Parents record. In the individual's record, click the **Family** tab, double-click the family you want to exclude. Click the **Address** tab, and clear the **Receive Statement** check box.