

Fee Editor

Last Modified on 02/09/2026 11:10 am CST

Tool Search: Fee Editor

Fees entered in the Fees module can be selected and assigned to individuals, allowing payments and adjustments to be tracked. These fees can be managed for individuals through the [Student Fees](#) tool, the [Person Fees](#) tool, or the [Household Fees](#) tool.

The screenshot shows the 'Fee Editor' interface. On the left is a table with columns for Name, School, Fee Type, and Amount. On the right is a 'Fee Detail' form for the selected fee '10th Grade PSAT Prep'.

Name	School	Fee Type	Amount
10th Grade PSAT Prep	District (All Schools)	Activity	\$50.00
Annual Registration	District (All Schools)	Enrollment	\$5.00
Art	District (All Schools)	Course	\$10.00
Book	District (All Schools)	Library Fee	\$0.00(Variable Rate)*
Chemistry Lab	District (All Schools)	Course	\$5.00
Chromebook Misc Repair	District (All Schools)	Chromebook Repair	\$0.00(Variable Rate)*
Chromebook Screen Repair	District (All Schools)	Technology	\$80.00(Variable Rate)*
District Fee	District (All Schools)	Enrollment	\$10.00
Drama Club	District (All Schools)	Activity	\$10.00

Fee Detail

*Name: 10th Grade PSAT Prep *Amount: \$ 50.00

School: District (All Schools) *Fee Type: Activity

Account Number: [Empty Field]

Description: [Empty Field]

Assessed Only Once Variable Rate
 May be Exempted Active
 May be Adjusted Optional
 Exempted From Fee Maximums Allow Recurring Pmts
 Display on Parent Portal Display on Student Portal

Important Information About this Tool

Fees are created and maintained independently by each school; however, some fees may be entered and maintained by the district. Fees can be made active or inactive using the Active checkbox. **Active** fees will display in black font in the fee list, while inactive fees display in red at the bottom of the list. Fees may only be deleted if they have not been assigned to anyone.

The selected calendar determines which fees you can see. If you only have calendar rights to a specific school, you cannot Edit or Delete other school's fees including District fees. To edit or delete District fees, you must have rights to "All Schools."

Create a New Fee

1. Select the **New** icon. The **Fee Detail** editor will appear.
2. Enter the **Name** of the fee. This is a required field and will appear on the student's [Fees](#) page and in fee reports.

3. Enter the **Amount** of the fee. This is a required field. Use standard dollars/cents formatting (e.g., 5.00 or .50).

When a fee amount is changed, the new value will only apply to future fee assignments and will not change past fee assignments.

4. Select the **School** to which the fee should be applied.

Fees set as District (All Schools) will show in the Portal regardless of the Fee Preferences.

5. Select the **Fee Type** for the fee being created.
6. Enter the **Account Number** if applicable.
7. Enter a **Description** of the fee. The fee Description is optional, but can be used in [Ad hoc reports](#) and other reports summarizing fee information.
8. If the fee should only be applied to the students once during their enrollment at the school, mark the **Assessed Only Once** checkbox.
9. If the fee can be exempted, mark the **May be Exempted** checkbox.
10. If the fee can be adjusted, mark the **May be Adjusted** checkbox.
11. If the fee should not count toward the student or household maximums, mark the **Exempted From Fee Maximums** checkbox.
12. If the fee amount could vary depending on the grade level, number of students in the school and/or economic eligibility, mark the **Variable Rate** checkbox. The fee amount will need to be entered manually on each student's [Fees](#).

Fees marked as **Variable Rate** on the Fee Detail editor cannot be assigned to a course.

13. Newly created fees default to **Active**, causing the fee to appear in the list of available fees. If the fee should be inactive, remove this checkmark.
14. If the fee should be made available to be paid using Online Payment functionality through the Portal and can be self-assigned by parents/guardians on the Portal, mark the **Optional** checkbox.
15. Mark the **Allow Recurring Pmts** checkbox if the fee may be paid with recurring payments.
16. Mark the **Display on Parent Portal** and/or **Display on Student Portal** checkboxes to make the fee visible on either portal.
17. Select the **Save** icon when finished. The new fee will appear in the Fee Editor list.

When a fee is set to Exempt AFTER there has already been a payment made to that fee, the fee is essentially voided. The createdByID and modifiedByID on the void record reports the user's personID.

Delete a Fee

Fees can be deleted by selecting the fee from the Fee editor and clicking **Delete**. However, if a fee is assigned to a student, the user will receive the following error:

Fees ☆
[Fees](#) > [Set Up](#) > [Fees](#)

+ New 🖨 Print

Fee Editor

Name	School	Fee Type	Amount
10th Grade PSAT Prep	District (All Schools)	Activity	\$50.00
Annual Registration	District (All Schools)	Enrollment	\$5.00
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Security: The record you tried to delete is linked up with other records, and the system will not allow you to delete it until you delete the records that are linked to it. This is to prevent you from deleting something by accident. Remove the records in dbo.FeeAssignment to be able to delete this.
District: MN - MN (MN) appServer tyvydupe-cmb001
Date: Oct 10, 2019 3:40:23 PM
Error Token: 1878431057

Field Descriptions

Field	Description
Name <i>Required</i>	Name of the Fee. This name appears when assigning the fee to a student and on reports.
Amount <i>Required</i>	The dollar value of the fee. This field allows up to 5 digits before the decimal point (XXXXXX.XX).
School	Name of the school where this fee is used. If the fee should be assigned to all schools in the district, select District (All Schools) .
Fee Type <i>Required</i>	Type of fee. This designation relates to the account from where money is deposited. Available options are managed in the Attribute Dictionary .
Account Number	Number of the school account where money is deposited. This allows for the tracking of funds to a certain department or account for auditing purposes.
Description	Reason for the fee being assigned to students and how it is used.

Field	Description
<p>Assessed Only Once</p>	<p>Selection indicates the fee can only be assigned to a student once during their enrollment during the selected calendar. If a fee is marked as Assessed Only Once, a warning message displays when assigning the fee to the student if it has already been assigned in the selected calendar.</p> <div data-bbox="440 423 1066 976" style="border: 1px solid black; padding: 5px;"> <p>Fee Detail</p> <p>*Name <input type="text" value="Graduation Fee"/> *Amount <input type="text" value="\$ 25.00"/></p> <p>School <input type="text" value="District (All Schools)"/> *Fee Type <input type="text" value="Enrollment"/></p> <p>Account Number <input type="text"/></p> <p>Description <input type="text" value="Fee for cap, gown and diploma"/></p> <p> <input checked="" type="checkbox"/> Assessed Only Once <input type="checkbox"/> Variable Rate <input type="checkbox"/> May be Exempted <input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> May be Adjusted <input type="checkbox"/> Optional <input type="checkbox"/> Exempted From Fee Maximums <input type="checkbox"/> Allow Recurring Pmts <input checked="" type="checkbox"/> Display on Parent Portal <input checked="" type="checkbox"/> Display on Student Portal </p> </div> <div data-bbox="502 987 1272 1317" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>New Fee Assignm</p> <p>Fee * <input type="text" value="Graduation Fee 25.00"/></p> <p>Amount * <input type="text" value="25.00"/></p> <div data-bbox="774 1003 1252 1167" style="background-color: red; color: white; padding: 5px; border: 1px solid black;"> <p>! ERROR This fee could not be assigned because it can only be assigned once in a given calendar.</p> </div> </div>

Field	Description
<p>May be Exempted <i>Default</i></p>	<p>When selected, indicates that fee can be exempted if allowed by the school. Exempt fees are not required to be paid either due to family hardship or other situations where the family is not required to make a payment for this fee. Fees that cannot be exempted do not display in the Fees Wizard when using the Exempt option.</p> <p>If May be Exempted is selected, the Exempt checkbox on the student's Fees page displays.</p> <div data-bbox="440 535 1420 1321" style="border: 1px solid black; padding: 10px;"> <p>New Fee Assignment</p> <p>Fee * Senior Trip 100.00*</p> <p>Amount * 100.00</p> <p>Due Date 02/22/2022</p> <p>Exempt <input checked="" type="checkbox"/></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Fee Detail</p> <p>*Name: Senior Trip *Amount: \$ 100.00</p> <p>School: District (All Schools) *Fee Type: Field Trip</p> <p>Account Number: _____</p> <p>Description: _____</p> <p> <input type="checkbox"/> Assessed Only Once <input checked="" type="checkbox"/> Variable Rate <input checked="" type="checkbox"/> May be Exempted <input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> May be Adjusted <input type="checkbox"/> Optional <input type="checkbox"/> Exempted From Fee Maximums <input type="checkbox"/> Allow Recurring Pmts <input checked="" type="checkbox"/> Display on Parent Portal <input checked="" type="checkbox"/> Display on Student Portal </p> </div> </div>
<p>May be Adjusted <i>Default</i></p>	<p>When selected, indicates the fee payment can be adjusted based on school policy or family situations.</p> <p>If selected for the fee, the Make Adjustment button on the student's Fee Assignment panel is enabled.</p>

Field	Description
	<p>Fee Senior Trip</p> <p>Amount 100.00</p> <p>Balance 100.00</p> <p>Due Date month/day/year </p> <p>Exempt <input type="checkbox"/></p> <p>Comments Maximum 255 characters</p> <p>Calendar 21-22 Harrison High</p> <p>Created By Administrator, ASystem</p> <p>Created Date 10/28/2019 12:00:00 AM</p> <p>Modified By Administrator, ASystem</p>
	<div><h3>Fee Detail</h3><p>*Name Senior Trip *Amount \$ 100.00</p><p>School District (All Schools) *Fee Type Field Trip</p><p>Account Number</p><p>Description</p><p><input type="checkbox"/> Assessed Only Once <input checked="" type="checkbox"/> Variable Rate</p><p><input checked="" type="checkbox"/> May be Exempted <input checked="" type="checkbox"/> Active</p><p><input checked="" type="checkbox"/> May be Adjusted</p><p><input type="checkbox"/> Exempt From Fee Maximums <input type="checkbox"/> Optional</p><p><input checked="" type="checkbox"/> Display on Parent Portal <input checked="" type="checkbox"/> Display on Student Portal</p></div>
	<p>Save Make Payment Make Adjustment Void Close</p>

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<p>Exempted from Fee Maximums</p>	<p>Selection indicates the fee is not included in the total amount of fee maximums that could be assigned to a family. Meaning, the student's total fees due exceeds the value of the Fee Maximum that would normally be paid. Fee Maximums limit how much a student and/or household can be charged for fees. For student maximums, this includes all fees assigned to a student. For household maximums, limits are applied to the entire household.</p> <p>In the example below, the Fee Maximum for the student has been set to \$50.00, meaning no student is required to pay more than that amount. When Exempted from Fee Maximums is selected, that fee maximum setting is ignored and the student's total due includes the value of that fee. However, when another fee is added where it is not exempted from the fee maximum, a line is added indicating the Student Maximum Adjustment.</p> <div data-bbox="438 761 1420 1227" style="border: 1px solid black; padding: 5px;"> <p>Unpaid Fees : \$25.00 Surplus : \$0.00 Balance : \$25.00</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Year</th> <th>Household Max</th> <th>Student Max</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>- 21-22</td> <td>100.00</td> <td>50.00</td> <td>25.00</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Fee</th> <th>Due Date</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>+ Senior Trip</td> <td></td> <td>0.00</td> </tr> <tr> <td>+ Yearbook</td> <td></td> <td>0.00</td> </tr> <tr> <td>- Prom Tickets</td> <td>03/01/2022</td> <td>25.00</td> </tr> <tr> <td colspan="3"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Type</th> <th>Date</th> <th>Debit</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td>Assignment</td> <td>Activity</td> <td>02/22/2022</td> <td>25.00</td> <td>0.00</td> </tr> </tbody> </table> </td> </tr> <tr> <td>- District Fee</td> <td>03/01/2022</td> <td>0.00</td> </tr> <tr> <td colspan="3"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Type</th> <th>Date</th> <th>Debit</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td>Assignment</td> <td>Enrollment</td> <td>02/22/2022</td> <td>10.00</td> <td>0.00</td> </tr> <tr> <td>Student Maximum Adjustment</td> <td></td> <td></td> <td>0.00</td> <td>10.00</td> </tr> </tbody> </table> </td> </tr> </tbody> </table> <div data-bbox="470 1209 798 1496" style="border: 1px solid black; padding: 5px;"> <p>Fee Detail</p> <p>*Name: Prom Tickets *Amount: \$ 25.00</p> <p>School: District (All Schools) *Fee Type: Activity</p> <p>Account Number: _____</p> <p>Description: Fee for students attending prom.</p> <p> <input type="checkbox"/> Assess Only Once <input type="checkbox"/> Variable Rate <input type="checkbox"/> May be Exempted <input checked="" type="checkbox"/> Active <input type="checkbox"/> May be Adjusted <input type="checkbox"/> Optional <input checked="" type="checkbox"/> Exempted From Fee Maximums <input type="checkbox"/> Allow Recurring Pmts <input checked="" type="checkbox"/> Display on Parent Portal <input checked="" type="checkbox"/> Display on Student Portal </p> </div> </div>	Year	Household Max	Student Max	Balance	- 21-22	100.00	50.00	25.00	Fee	Due Date	Balance	+ Senior Trip		0.00	+ Yearbook		0.00	- Prom Tickets	03/01/2022	25.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Type</th> <th>Date</th> <th>Debit</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td>Assignment</td> <td>Activity</td> <td>02/22/2022</td> <td>25.00</td> <td>0.00</td> </tr> </tbody> </table>			Description	Type	Date	Debit	Credit	Assignment	Activity	02/22/2022	25.00	0.00	- District Fee	03/01/2022	0.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Type</th> <th>Date</th> <th>Debit</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td>Assignment</td> <td>Enrollment</td> <td>02/22/2022</td> <td>10.00</td> <td>0.00</td> </tr> <tr> <td>Student Maximum Adjustment</td> <td></td> <td></td> <td>0.00</td> <td>10.00</td> </tr> </tbody> </table>			Description	Type	Date	Debit	Credit	Assignment	Enrollment	02/22/2022	10.00	0.00	Student Maximum Adjustment			0.00	10.00
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Fees marked with this status will not be considered as overdue.

Field	Description
<p>Variable Rate</p>	<p>Selection indicates the default value that may be applied to a student. The amount of the Fee may be altered when the Fee is assigned to the person. When assigning the fee to a student, enter the appropriate value for the fee. A variable rate fee is distinguished by an asterisk after the Fee name when assigning the fee to a student. If the fee is not marked as a variable rate, the Amount field when assigning the fee is grayed out.</p> <div data-bbox="438 497 1200 1451" style="border: 1px solid black; padding: 10px;"> <h3 style="text-align: center;">New Fee Assignment</h3> <p>Fee * <input type="text" value="Lost Book Fee *"/></p> <p>Amount * <input style="border: 2px solid red;" type="text" value="10.00"/></p> <p>Due Date <input type="text" value="02/22/2022"/></p> <p>Exempt <input type="checkbox"/></p> <div data-bbox="608 902 1233 1451" style="border: 1px solid black; padding: 5px;"> <h4 style="text-align: center;">Fee Detail</h4> <p>*Name: <input type="text" value="Lost Book Fee"/> *Amount: <input type="text" value="\$ 0.00"/></p> <p>School: <input type="text" value="Harrison High"/> *Fee Type: <input type="text" value="HS1 Library**"/></p> <p>Account Number: <input type="text"/></p> <p>Description: <input type="text"/></p> <p> <input type="checkbox"/> Assessed Only Once <input checked="" style="border: 2px solid red;" type="checkbox"/> Variable Rate <input checked="" type="checkbox"/> May be Exempted <input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> May be Adjusted <input type="checkbox"/> Optional <input checked="" type="checkbox"/> Exempted From Fee Maximums <input type="checkbox"/> Allow Recurring Pmts <input checked="" type="checkbox"/> Display on Parent Portal <input checked="" type="checkbox"/> Display on Student Portal </p> </div> </div>

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<p>Active <i>Default</i></p>	<p>When marked, indicates the fee may be assigned to a student. Inactive fees do not display in the Fees Wizard or the Course Fee Wizard. All fees that are available for a given year are marked as Active by default. If a fee is no longer valid and should not be assigned to a student, the Active checkbox needs to be removed (unmarked). Upon saving, the fee displays at the end of the list of fees in the Fee Editor in red text. If the fee was assigned to the student prior to it being marked inactive, the fee will not change or be removed in any way on the student's Fees.</p> <div data-bbox="438 571 1396 1332" style="border: 1px solid black; padding: 5px;"> <p>Fee Editor ☆</p> <p>+ New Save Delete</p> <table border="1" data-bbox="454 660 901 1321"> <thead> <tr> <th>Name</th> <th>School</th> <th>Fee Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>Prom Tickets</td><td>District (All Schools)</td><td>Activity</td><td>\$25.00</td></tr> <tr><td>School Registration</td><td>District (All Schools)</td><td>Enrollment</td><td>\$10.00</td></tr> <tr><td>Science Lab</td><td>District (All Schools)</td><td>Course</td><td>\$10.00</td></tr> <tr><td>Senior Trip</td><td>District (All Schools)</td><td>Field Trip</td><td>\$100.00(Variable Rate)*</td></tr> <tr><td>Spring Sports</td><td>District (All Schools)</td><td>Activity</td><td>\$50.00</td></tr> <tr><td>Staff ID Replacement</td><td>District (All Schools)</td><td>Staff Fees</td><td>\$10.00</td></tr> <tr><td>Technology</td><td>District (All Schools)</td><td>Course</td><td>\$5.00</td></tr> <tr><td>Winter Sports</td><td>District (All Schools)</td><td>Activity</td><td>\$50.00</td></tr> <tr><td>10th Grade Retreat</td><td>Harrison High</td><td>Field Trip</td><td>\$45.00</td></tr> <tr><td>11th Grade Retreat</td><td>Harrison High</td><td>Field Trip</td><td>\$45.00</td></tr> <tr><td>9th Grade Retreat</td><td>Harrison High</td><td>Activity</td><td>\$40.00</td></tr> <tr><td>Biology Lab</td><td>Harrison High</td><td>Course</td><td>\$10.00(Variable Rate)*</td></tr> <tr><td>Computer Repair</td><td>Harrison High</td><td>Technology</td><td>\$100.00</td></tr> <tr><td>Fan Bus Pass</td><td>Harrison High</td><td>Transportation</td><td>\$20.00</td></tr> <tr><td>Laptop Screen Repair</td><td>Harrison High</td><td>Technology</td><td>\$75.00</td></tr> <tr><td>Lost Book Fee</td><td>Harrison High</td><td>HS1 Library</td><td>\$0.00(Variable Rate)*</td></tr> <tr><td>Orchestra Trip - Down Payment</td><td>Harrison High</td><td>Activity</td><td>\$475.00</td></tr> <tr><td>Yearbook</td><td>Harrison High</td><td>Technology</td><td>\$75.00</td></tr> <tr><td>Zoo Field Trip</td><td>Harrison High</td><td>Field Trip</td><td>\$40.00</td></tr> <tr style="color: red;"><td>Inactive Fee</td><td>District (All Schools)</td><td></td><td>\$5.00</td></tr> <tr style="color: red;"><td>Health & Fitness Test</td><td>Harrison High</td><td>Course</td><td>\$10.00</td></tr> </tbody> </table> <div data-bbox="933 660 1380 1030" style="border: 1px solid gray; padding: 5px;"> <p>Fee Detail</p> <p>*Name: Inactive Fee *Amount: \$ 5.00</p> <p>School: District (All Schools) *Fee Type:</p> <p>Account Number:</p> <p>Description:</p> <p> <input type="checkbox"/> Assessed Only Once <input type="checkbox"/> Variable Rate <input checked="" type="checkbox"/> May be Exempted <input type="checkbox"/> Active <input checked="" type="checkbox"/> May be Adjusted <input type="checkbox"/> Optional <input type="checkbox"/> Exempted From Fee Maximums <input type="checkbox"/> Allow Recurring Pmts <input checked="" type="checkbox"/> Display on Parent Portal <input checked="" type="checkbox"/> Display on Student Portal </p> </div> </div>	Name	School	Fee Type	Amount	Prom Tickets	District (All Schools)	Activity	\$25.00	School Registration	District (All Schools)	Enrollment	\$10.00	Science Lab	District (All Schools)	Course	\$10.00	Senior Trip	District (All Schools)	Field Trip	\$100.00(Variable Rate)*	Spring Sports	District (All Schools)	Activity	\$50.00	Staff ID Replacement	District (All Schools)	Staff Fees	\$10.00	Technology	District (All Schools)	Course	\$5.00	Winter Sports	District (All Schools)	Activity	\$50.00	10th Grade Retreat	Harrison High	Field Trip	\$45.00	11th Grade Retreat	Harrison High	Field Trip	\$45.00	9th Grade Retreat	Harrison High	Activity	\$40.00	Biology Lab	Harrison High	Course	\$10.00(Variable Rate)*	Computer Repair	Harrison High	Technology	\$100.00	Fan Bus Pass	Harrison High	Transportation	\$20.00	Laptop Screen Repair	Harrison High	Technology	\$75.00	Lost Book Fee	Harrison High	HS1 Library	\$0.00(Variable Rate)*	Orchestra Trip - Down Payment	Harrison High	Activity	\$475.00	Yearbook	Harrison High	Technology	\$75.00	Zoo Field Trip	Harrison High	Field Trip	\$40.00	Inactive Fee	District (All Schools)		\$5.00	Health & Fitness Test	Harrison High	Course	\$10.00
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Health & Fitness Test	Harrison High	Course	\$10.00																																																																																						

Field	Description
Optional	<p>When marked, indicates the fee can be self-assigned by parents/guardians on Campus Parent or Campus Student as part of Online Payment functionality. Parents can then log into the portal, navigate to the My Accounts tool and assign an Optional Fee to themselves, and make a payment against that fee. This could be used for parent donations or monthly classroom assistance, etc</p> <p>Online Payment Settings need to be marked accordingly to allow Optional payments.</p> <p>When a fee is marked as Optional, the following fields are disabled and cannot be selected:</p> <ul style="list-style-type: none"> • Assessed Only Once • May be Exempted • May be Adjusted <p>The Exempted from Fee Maximum field is automatically marked and disabled.</p> <p>When optional fees are paid, the payment is assigned to the student's primary calendar of enrollment. If there is more than one primary enrollment, Campus uses the oldest active calendar of enrollment.</p>
Allow Recurring Pmts	<p>When selected, indicates the fee may be paid with recurring payments. When the Allow Recurring Pmts option is selected, the Exempted From Fee Maximums option is automatically selected; however, you can clear that checkbox.</p>
Display on Parent Portal	<p>When selected, this fee is visible in Campus Parent Fees. To hide this fee from Campus Parent, do NOT mark the checkbox.</p>
Display on Student Portal	<p>When selected, this fee is visible in Campus Student Fees. To hide this fee from Campus Student, do NOT mark the checkbox.</p>