

# Fees (Fees)

Last Modified on 03/11/2025 2:09 pm CDT

Tool Search: Fees

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.

This list of fees does not include fees related to [Point of Sale/Food Service](#) fees.

| What can I do?   | What do I need to know  |
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**Fee Editor** ☆

+ New
📁 Save
✕ Delete

| 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                  |
| 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:  \*Amount: \$

School:  \*Fee Type:

Account Number:

Description:

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 by each school independently; however, there may be some fees that are 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 the Fee has 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

See the descriptions of each option on the [Fees Editor Descriptions](#) article.

1. Select the **New** icon from the Fees tab. 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](#) tab 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](#) tab.

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:

The screenshot shows the 'Fee Editor' interface with a table of fees. A red box highlights an error message:

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

| Field                                    | Description   |
|--|---|
| <b>Assessed Only Once</b>                | Selection indicates the fee can only be assigned to a student once during their enrollment during the selected calendar.  |
| <b>May be Exempted</b><br><i>Default</i> | 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 <a href="#">Fees Wizard</a> when using the Exempt option.   |
| <b>May be Adjusted</b><br><i>Default</i> | When selected, indicates the fee payment can be adjusted based on school policy or family situations.   |
| <b>Exempted from Fee Maximums</b>        | <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 <a href="#">Fee Maximum</a> 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 style="background-color: #fff9c4; padding: 5px; text-align: center;">Fees marked with this status will not be considered as overdue.</p>  |
| <b>Variable Rate</b>                     | 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.  |
| <b>Active</b><br><i>Default</i>          | When marked, indicates the fee may be assigned to a student. Inactive fees do not display in the <a href="#">Fees Wizard</a> or the <a href="#">Course Fee Wizard</a> .   |
| <b>Optional</b>                          | <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. <a href="#">Online Payment Settings</a> 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"> <li>• <b>Assessed Only Once</b></li> <li>• <b>May be Exempted</b></li> <li>• <b>May be Adjusted</b></li> </ul> <p>The <b>Exempted from Fee Maximum</b> 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> |
| <b>Allow Recurring Pmts</b>              | When selected, indicates the fee may be paid with <a href="#">recurring payments</a> .  |

| Field                            | Description  |
|----------------------------------|--|
| <b>Display on Parent Portal</b>  | When selected, this fee is visible in Campus Parent Fees. To hide this fee from Campus Parent, do NOT mark the checkbox.   |
| <b>Display on Student Portal</b> | When selected, this fee is visible in Campus Student Fees. To hide this fee from Campus Student, do NOT mark the checkbox. |

## Assessed Only Once

If a fee is marked as Assessed Only Once, a warning message displays when assigning the fee to the student if it has already previously been assigned in the selected calendar. This warning message appears when the user attempts to save the fee assignment.

The image shows two screenshots from the Infinite Campus system. The top screenshot is the 'Fee Detail' form for a 'Graduation Fee' with an amount of \$25.00. The 'Assessed Only Once' checkbox is checked and highlighted with a red box. A red arrow points from this checkbox to the bottom screenshot. The bottom screenshot shows the 'New Fee Assignment' form with the same fee selected. A red error message box is overlaid on the form, stating: 'ERROR This fee could not be assigned because it can only be assigned once in a given calendar.'

## May be Exempted

If May be Exempted is selected, the **Exempt** checkbox on the student's [Fees](#) tab displays, indicating the student does not have to pay the fee. If this option is not selected, the Exempt checkbox does not display.

### New Fee Assignment

**Fee \***

**Amount \***

**Due Date**

**Exempt**

### Fee Detail

**\*Name**

**\*Amount**

**School**

**\*Fee Type**

**Account Number**

**Description**

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

## May be Adjusted

If the **May be Adjusted** checkbox is selected, the **Make Adjustment** button on the student's Fee Assignment panel is enabled.

### Assignment

**Fee**  
Senior Trip

**Amount**  
100.00

**Balance**  
100.00

**Due Date**  
month/day/year

**Exempt**

**Comments**  
Maximum 255 characters

**Calendar**  
21-22 Harrison High

**Created By**  
Administrator, ASystem

**Created Date**  
10/28/2019 12:00:00 AM

**Modified By**  
Administrator, ASystem

**Buttons:** Save | Make Payment | **Make Adjustment** | Void | Close

### Fee Detail

**\*Name** Senior Trip **\*Amount** \$ 100.00

**School** District (All Schools) **\*Fee Type** Field Trip

**Account Number**

**Description**

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

## Exempted from Fee Maximums

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.

Unpaid Fees : \$25.00      Surplus : \$0.00      Balance : \$25.00

| 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   |
| - District Fee | 03/01/2022 | 0.00    |

  

| Description                | Type       | Date       | Debit | Credit |
|----------------------------|------------|------------|-------|--------|
| Assignment                 | Activity   | 02/22/2022 | 25.00 | 0.00   |
| Assignment                 | Enrollment | 02/22/2022 | 10.00 | 0.00   |
| Student Maximum Adjustment |            |            | 0.00  | 10.00  |

  

**Fee Detail**

\*Name: Prom Tickets      \*Amount: \$ 25.00

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

Account Number: \_\_\_\_\_

Description: Fee for students attending prom.

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

## Variable Rate

Fees marked as variable rates may have different values for each student than the **default** amount entered when creating the fee. 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.



### New Fee Assignment

**Fee \***

**Amount \***

**Due Date**

**Exempt**

### Fee Detail

**\*Name**

**\*Amount**

**School**

**\*Fee Type**

**Account Number**

**Description**

Assessed Only Once  
 **Variable Rate** (bordered in red)  
 May be Exempted  
 Active  
 May be Adjusted  
 Optional  
 Exempted From Fee Maximums  
 Allow Recurring Pmts  
 Display on Parent Portal  
 Display on Student Portal

## Active

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 tab.

Fee Editor ☆

+ New   Save   Delete

### Fee Editor

| 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                  |

### Fee Detail

**\*Name**  
Inactive Fee

**\*Amount**  
\$ 5.00

**School**  
District (All Schools)

**\*Fee Type**  
[Dropdown]

**Account Number**  
[Input]

**Description**  
[Input]

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

## Optional

Optional Fees can be assigned by the parent from the Portal when Online Payments functionality is turned on.

- Mark the Fee as Optional and save.
- Verify [Payment Settings](#) are set to accept optional payments and save.
- 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.

## Allow Recurring Pmts

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.