

Fees (Student)

Last Modified on 12/17/2024 12:31 pm CST

[Fees Logic](#) | [Fees Field Descriptions](#) | [Assign Fees](#) | [Adjust Fees](#) | [Record Fee Payments](#) | [Make a Deposit \(Surplus\)](#) | [Make Refund from Surplus Amount](#) | [Void a Fee Assignment, Payment, or Adjustment](#) | [Auto-pay Fees with Surplus Balance \(District Preference\)](#) | [Print a Student's Fee Statement](#) | [Setup Fee Maximums](#) | [Fees Documents](#) | [Upload Documents](#) | [Delete Documents](#) | [View a Document](#)

Tool Search: Fees

The Fees tab lists all transactions that have been assigned to a person, including all payments, adjustments, balance and existing surplus. If a person has reached the maximum fee amount established by the school and/or district, it will be indicated.

Fees ☆

Fleischmann, Katherine Grade: 10 #221900002 DOB: 05/01/07

[Student Information](#) > [General](#) > [Fees](#)

[Related Tools](#) ^

Unpaid Fees : \$10.00
Surplus : \$10.00
Balance : \$0.00

Years to Print

21-22 x

Year						Balance
-	21-22					0.00
Fee						
-	Chromebook Misc Repair		Due Date		Balance	
			03/25/2022		0.00	
	Description	Type	Date	Debit	Credit	
	Assignment	Chromebook Repair	02/22/2022	50.00	0.00	
	Payment	In Office	04/04/2022	0.00	50.00	
-	Chromebook Screen Repair		Due Date		Balance	
			03/25/2022		0.00	
	Description	Type	Date	Debit	Credit	
	Assignment	Technology	02/22/2022	51.00	0.00	
	Payment	In Office	04/04/2022	0.00	51.00	
+	Art		Due Date		Balance	
			09/07/2022		10.00	
Surplus						
+	Deposit		Date		Balance	
			07/25/2022		- 10.00	

New Fee Assignment

Make Payment

Make Deposit

Make Refund

Make Adjustments

Documents

Print

Example Student Fees

Fees Logic

Fees are assigned to a person and are not dependent on an enrollment. Therefore, the fees listed for a person can include fees assigned by any school.

Fees are not directly tied to a calendar. If fees remain unpaid from a previous year, they are included in the **Unpaid Fees** amount at the top of the screen. However, the calendar you select in the Campus Toolbar does control the year to which new fees are assigned. Inactive students with previous enrollments can pay old, unpaid fees and students with future enrollments can pay unpaid fees on future calendars using [Online Payments](#).

Calendar rights are enforced when assigning fees to students. Users can only select fees that are created for a school to which they have rights. Fees created for use by all schools in the district will also display.

If a fee was paid using an online payment, the fee Assignment, Payment or Adjustment should **NOT** be made void or exempt. If necessary, use the [Payments Reporter](#) to refund the payment.

Unpaid Fees : \$10.00		Surplus : \$0.00	Balance : \$10.00			
Years to Print						
21-22 x						
	Year	Household Max	Student Max	Debit	Credit	Balance
+	21-22	500.00	200.00	163.00	153.00	10.00

Fees Field Descriptions

The Fees tool itemizes all fees assigned to a person, including totals of how much was charged, how much was paid, and the remaining balance or surplus.

The following table describes all of the fields found on the Fees tool.

Field Name	Description
Unpaid Fees	The total amount that needs to be paid.
Surplus	If more has been paid than has been charged, a positive value appears and indicates the surplus amount available to be applied to later fees. Even after Surplus money is applied to other fees or refunded, you can see deposit and withdrawal details in the Surplus table. The Auto-pay Fees with Surplus Balance District Preference automatically pays any fee from the Surplus.

Unpaid Fees : \$0.00		Surplus : \$100.00	Balance : -\$100.00
Years to Print			
21-22 x			
	Year	Student Max	Balance
-	21-22		-100.00
	Fee	Due Date	Balance
+	Senior Trip		0.00
+	Yearbook		0.00
	Surplus	Date	Balance
-			

Field Name	<div style="border: 1px solid gray; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">- Deposit</td> <td style="width: 20%;">02/16/2022</td> <td style="width: 20%; text-align: right;">- 100.00</td> </tr> <tr> <td colspan="3">Description</td> </tr> <tr> <td style="font-size: small;">Payment Method</td> <td style="font-size: small;">Calendar</td> <td style="font-size: small;">Comments</td> </tr> <tr> <td>Auto Deposit</td> <td>21-22 Harrison High</td> <td>Deposit Made</td> </tr> <tr> <td></td> <td style="text-align: right;">Debit</td> <td style="text-align: right;">Credit</td> </tr> <tr> <td></td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">100.00</td> </tr> </table> </div>	- Deposit	02/16/2022	- 100.00	Description			Payment Method	Calendar	Comments	Auto Deposit	21-22 Harrison High	Deposit Made		Debit	Credit		0.00	100.00																																																																		
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	Debit	Credit																																																																																			
	0.00	100.00																																																																																			
Balance	<p>The Balance is the net of all debits minus all credits; e.g., surplus, fee maximum adjustment. A negative account balance indicates the account holder has funds available to pay unpaid fees, while a positive balance indicates the account holder owes money. If the account does not have a surplus or the district does not set fee maximums, the Unpaid Fees and Balance could be the same amount.</p>																																																																																				
Year	<p>The year in which the fees were assigned.</p>																																																																																				
Household Max Student Max	<p>The Fee Maximums tool sets a cap on the amount of fees a family pays for a school year. This cap can be set for just student fees (applies to fees listed on the Student Fees tool), for just household fees (applies to fees listed on the Household Fees tool) or both. The fee maximums defined in the Fee Maximums tool display in these columns.</p> <div style="border: 1px solid gray; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Unpaid Fees : \$0.00</td> <td colspan="2">Surplus : \$0.00</td> <td colspan="2">Balance : \$0.00</td> </tr> <tr> <td colspan="6">Years to Print</td> </tr> <tr> <td colspan="6">21-22 x</td> </tr> <tr> <td style="font-size: small;">Year</td> <td style="font-size: small;">Household Max</td> <td style="font-size: small;">Student Max</td> <td colspan="3"></td> </tr> <tr> <td>- 21-22</td> <td style="text-align: center;">500.00</td> <td style="text-align: center;">200.00</td> <td colspan="3"></td> </tr> <tr> <td style="font-size: small;">Fee</td> <td style="font-size: small;">Due Date</td> <td colspan="4"></td> </tr> <tr> <td>+ Chromebook Misc Repair</td> <td style="text-align: center;">02/16/2022</td> <td colspan="4"></td> </tr> <tr> <td>+ 10th Grade PSAT Prep</td> <td style="text-align: center;">03/01/2022</td> <td colspan="4"></td> </tr> <tr> <td>- Yearbook</td> <td style="text-align: center;">04/01/2022</td> <td colspan="4"></td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">Balance</td> <td colspan="3"></td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">0.00</td> <td colspan="3"></td> </tr> <tr> <td style="font-size: small;">Description</td> <td style="font-size: small;">Type</td> <td style="font-size: small;">Date</td> <td style="font-size: small;">Debit</td> <td style="font-size: small;">Credit</td> <td></td> </tr> <tr> <td>Assignment</td> <td>Technology</td> <td style="text-align: center;">10/28/2019</td> <td style="text-align: right;">75.00</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td>Student Maximum Adjustment</td> <td></td> <td></td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">75.00</td> <td></td> </tr> </table> </div>	Unpaid Fees : \$0.00		Surplus : \$0.00		Balance : \$0.00		Years to Print						21-22 x						Year	Household Max	Student Max				- 21-22	500.00	200.00				Fee	Due Date					+ Chromebook Misc Repair	02/16/2022					+ 10th Grade PSAT Prep	03/01/2022					- Yearbook	04/01/2022							Balance						0.00				Description	Type	Date	Debit	Credit		Assignment	Technology	10/28/2019	75.00	0.00		Student Maximum Adjustment			0.00	75.00	
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Fee	<p>The name of the name.</p>																																																																																				
Due Date	<p>The date the fee payment is due. If a due date has passed and the fee has not yet been paid, the due date will appear in red.</p>																																																																																				
Balance	<p>Indicates the amount remaining to be paid.</p>																																																																																				
Description	<p>For gray rows, this column includes a description of the fee, such as "Athletic Shorts" or "Summer School Tuition." For white rows, this column indicates what kind of transaction was performed, either a Payment or an Adjustment. Information about individual fees can be expanded and collapsed by clicking the + or - sign next to the Fee Description.</p>																																																																																				
Type	<p>For gray rows, this column includes the category of the fee, such as "Gym Uniforms" or "Registration." For white rows, this column indicates where the Payment was made, such as "In Office" or "Online."</p>																																																																																				
Date	<p>Applies to Payments and Adjustments, indicating when the transaction took place.</p>																																																																																				
Exempt	<p>Indicates if a fee is considered exempt and therefore does not need to be paid.</p>																																																																																				

Field Name	Description
	Exempt fees will have a checkmark in this field. If a Student or Household Fee Maximum has been reached, this field will read "Student Maximum Met" or "Household Maximum Met."
Debit	The original amount of the fee. In the case of exemptions or if a Household Max or Student Max is met, this value will be 0.00.
Credit	Applies to Payments and Adjustments, indicating the amount that was deducted, through either payment or removal because of an adjustment.

Fees ★

Abegg, Wallace D (Dwight) Grade: 11 #181900002 DOB: 05/15/04

[Student Information](#) > [General](#) > [Fees](#)

Unpaid Fees : \$50.00
Surplus : \$0.00
Balance : \$50.00

Years to Print

21-22 ×

Year				Balance															
- 21-22				50.00															
	Fee	Due Date	Balance																
	+ 11th Grade Retreat		0.00																
	+ Yearbook		0.00																
	+ Book	11/15/2021	0.00																
	+ Art	03/01/2022	0.00																
	- Winter Sports	03/01/2022	50.00																
	<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>02/15/2022</td> <td style="text-align: right;">50.00</td> <td style="text-align: right;">0.00</td> </tr> </tbody> </table>				Description	Type	Date	Debit	Credit	Assignment	Activity	02/15/2022	50.00	0.00					
Description	Type	Date	Debit	Credit															
Assignment	Activity	02/15/2022	50.00	0.00															
	- Chromebook Screen Repair	03/15/2022	0.00																
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Description	Type	Date	Debit	Credit															
Assignment	Technology	02/15/2022	80.00	0.00															
Payment	In Office	02/15/2022	0.00	80.00															
+ 20-21				0.00															

New Fee Assignment
Make Payment
Make Deposit
Make Refund
Make Adjustments
Print

Example of the Fees Editor

Assign Fees

For a fee to appear in the Fees Editor, it must first be assigned to the person, either individually or *en masse* using the [Fee Wizard](#) in the Fees section. Fees available for assignment depend on the options set by the school or district and are created in the Fees tool. Only fees that are marked as active can be assigned to students.

Once a fee is assigned to a person, it cannot be deleted, only voided.

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

Years to Print
21-22 x

Year	Household Max
+ 21-22	

New Fee Assignment

Fee *

Amount *

Due Date
06/01/2022

Exempt

Calendar *
21-22 Harrison High

Comments
Maximum 255 characters

New Fee Assignment

Assign a Fee

1. Click the **New Fee Assignment** button.
Result: The New Fee Assignment panel displays.
2. Select a **Fee** from the dropdown list.

If the fee amount is predetermined, this value appears after the fee description. Otherwise the value will show as 0.00. If the fee amount is variable, an asterisk (*) appears after the amount.

3. If applicable, enter the **Amount** of the fee.

If the description of the fee ends in an asterisk (*), the fee amount can be edited.

4. Enter a **Due Date** for the fee in *mmdyyy* format. Clicking the date field opens a calendar of the current month which defaults to the current date.
5. If the person is exempt from paying this fee, mark the **Exempt** checkbox.
6. Select the **Calendar** to which the fee should be assigned.

The enrollment record from the school/calendar selected in the toolbar is selected by default.

7. Enter any comments related to the fee assignment in the **Comments** field.

8. Click the **Save** button.

Result: The new fee displays in the **Fee Editor** with the Unpaid Fees total adjusted appropriately.

Edit a Fee Assignment

Once a fee is assigned, click the Assignment line to display the Assignment panel. The Assignment panel displays the **Fee**, the **Amount** and the **Due Date**, the **Exempt** checkbox, any **Comments** attached to the fee, the calendar in which the fee was created and the name of the user(s) who created and modified the fee. To edit a Fee Assignment,

Only the **Due Date**, **Exempt**, and **Comments** fields can be modified in this panel. To change the amount of a fee, make an adjustment.

Unpaid Fees : \$52.00
Surplus : \$0.00
Balance : \$0.00

Years to Print
21-22 x

Year	Household Max	Student Max	Debit
- 2020	800.00	450.00	78.00

Fee	Due Date	Debit
+ AD - 16/17 P.E. SHIRTS	03/31/2021	6.00
+ AD - 16/17 P.E. SHORTS	03/31/2021	12.00
+ DCHS-YEARBOOK	04/08/2021	45.00
- AMS-LOST TEXTBOOK	04/14/2021	15.00

Description	Type	Date	Debit
Assignment	FINES AND MISC. CHARGES	04/14/2021	15.00

Assignment

Fee
AMS-LOST TEXTBOOK

Amount
15.00

Due Date
04/14/2021

Exempt

Comments
Maximum 255 characters

Calendar
19-20 High School

Created By
Johnson, Anne

Created Date
4/14/2021 10:27:00 AM

New Fee Assignment
Make Payment
Make Deposit
Make Refund
Make Adjustments
Print

Save
Void
Close

Adjust Fees

Fee adjustments are used to modify the amount due for a fee. Fee adjustments may only be made for up to the amount of the fee assignment.

Unpaid Fees : \$200.00 Surplus : \$20.00

Assignment

Years to Print
21-22 x

Year	Household Max	Student Max
- 2020	800.00	450.00

Fee

- + AD - 16/17 P.E. SHIRTS
- + AD - 16/17 P.E. SHORTS
- + DCHS-YEARBOOK
- + AMS-LOST TEXTBOOK
- + AD - 16/17 REG FEE GR 9-12**

Surplus

Surplus	Date
+ Deposit	04/14/2021

Amount
160.00

Balance
160.00

Calendar
19-20 Dundee-Crown High School

Created By
Chavez, Sandra

Created Date
4/14/2021 12:38:00 PM

Buttons: New Fee Assignment, Make Payment, Make Deposit, Make Refund, **Make Payment**, **Make Adjustment**, Void, Close

Make an Adjustment

1. Select the Fee Assignment(s) for which the adjustment is being made.

Result: The Assignment panel displays.

2. Click **Make Adjustment** button.

Result: The Adjustments panel displays.

Adjustments

Adjustment Date *
04/15/2021

Adjustment Type *

Fee	Due Date	Fee Amount	Fee Balance	Amount	Percent
AD - 16/17 REG FEE GR 9-12	04/30/2021	160.00	160.00	<input type="text"/>	<input type="text"/>

Comments
Maximum 255 characters

Buttons: **Make Adjustment**, Cancel

3. Enter an **Adjustment Date** in *mmddyyyy* format.

Click the date field to open a calendar of the current month which defaults to the current

date.

4. If applicable, select the **Adjustment Type** such as Activity Cancelled, Cost Adjustment or Uncollectible.
5. Enter the amount to be removed from the fee(s) in the **Adjustment Amount** or % field.

The subtracted amount cannot exceed the amount of the fee assignment. Enter a dollar amount in the **Adjustment Amount** field OR a **Percentage** amount (do not enter the '%' sign, just numeric up to three decimal points, like 10 or 10.567).

6. Enter any **Comments** associated with the adjustment.
7. Click **Save** when finished.

Result: Upon saving, the entered adjustment displays below the fee to which it was applied with the date of the adjustment, the amount deducted in the Credit column.

Edit an Adjustment

Once an adjustment is made, clicking on the adjustment displays the **Adjustment** panel which includes the adjusted Fee, the **Adjustment Date**, the **Adjustment Type**, any **Comments** attached to the adjustment, the calendar in which the adjustment was made and the name of the user(s) who created and modified the adjustment.

Only the adjustment **Type** and **Comments** can be added or modified in this panel. Click **Save** when finished.

Record Fee Payments

Fees can be paid one at a time or you can pay multiple fees with a single payment.

If Surplus is an available payment method, the amount will be the surplus for the selected student only.

Payment

Payment Total * 0.00 Pay All Clear All Payment Date * 02/04/2022 Payment Method * 1

Fee	Fee Max	Due Date	Fee Balance	Payment Amount
9th Grade Retreat Fee	Exempt	02/11/2022	40.00	
Total			40.00	0.00

Comments
Maximum 255 characters

Make Payment Cancel

Make a Payment

1. Click the **Make Payment** button at the bottom of the screen.

Result: The **Payment** panel displays all fees from all years for which a payment is needed.

▶ [Click here to expand...](#)

Payment

Payment Total * 0.00 Pay All Clear All Payment Date * 02/04/2022 Payment Method * 1

Fee	Fee Max	Due Date	Fee Balance	Payment Amount
9th Grade Retreat Fee	Exempt	02/11/2022	40.00	
Total			40.00	0.00

Comments
Maximum 255 characters

Make Payment Cancel

You can also access the Payment panel by clicking an individual fee then clicking the **Make Payment** button on the Assignment panel.

Unpaid Fees : \$212.00 Surplus : \$20.00 Assignment

Year	Household Max	Student Max	Fee
2020	800.00	450.00	AD - 16/17 REG FEE GR 9-12

Amount: 160.00
Balance: 160.00

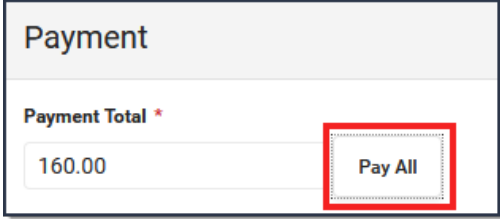

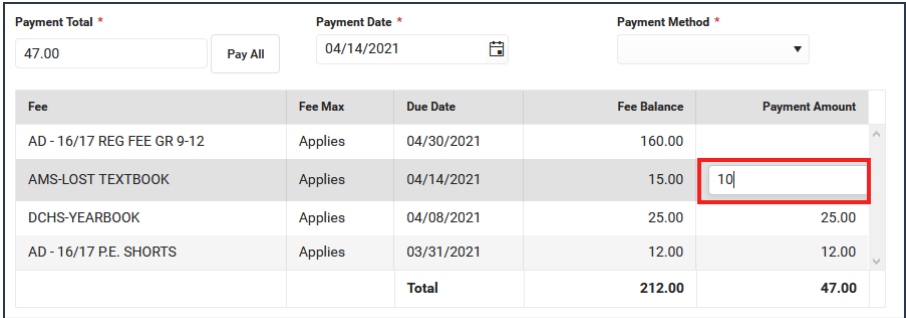
- + AD - 16/17 PE. SHIRTS
- + AD - 16/17 PE. SHIRTS
- + DCHS YEARBOOK
- + AMS LOST TEXTBOOK
- AD - 16/17 REG FEE GR 9-12

Description: Assignment Type: REGISTRATION FEES
Created By: JJohnson, Jesse
Created Date: 4/14/2021 12:38:00 PM

Surplus: 20.00 Date: 04/14/2021

New Fee Assignment Make Payment Make Deposit Make Payment Make Adjustment Void Close

2. Enter a **Payment Date** in *mmddyyyy* format.
3. Enter the amount of the payment using one of the following options.

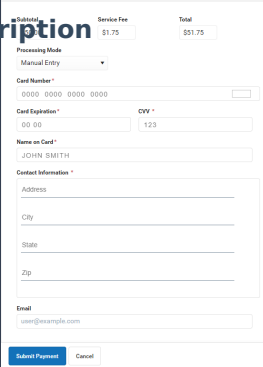
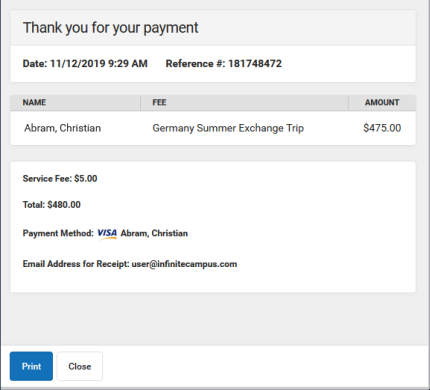
Option	Description
Pay All	<p>Click Pay All to populate this field with the total amount remaining to be paid.</p> 
Payment Total	<p>The Payment Total field at the top of the panel allows you to enter the amount to be paid. If the total amount exceeds the Fee Assignment amount, the remaining amount is deposited as a surplus.</p> 
PaymentAmount	<p>The Payment Amount column allows you to manually enter a unique value for each line. Campus automatically updates the Payment Total to match the values you enter.</p> 

4. Enter any **Comments** associated with the payment.
5. Select one of the following **Payment Methods** and complete the payment.

Payment Method	Description
Cash	<p>Click the Make Payment button. Result: If more than the amount of the fee selected is paid, the extra amount becomes a Surplus. Campus saves the surplus amount and it can be applied to other fees.</p>
Check	<p>The Check # field displays when you select this option. Enter the Check # then click the Make Payment button.</p>

Payment Method	Payment Description															
	<p>Payment Total * 200.00 <input type="button" value="Pay All"/> Payment Date * 04/14/2021 <input type="button" value="Calendar"/> Payment Method * Check</p> <p>Check Number * 98765</p> <table border="1"> <thead> <tr> <th>Fee</th> <th>Fee Max</th> <th>Due Date</th> <th>Fee Balance</th> <th>Payment Amount</th> </tr> </thead> <tbody> <tr> <td>AD - 16/17 REG FEE GR 9-12</td> <td>Applies</td> <td>04/30/2021</td> <td>160.00</td> <td>160.00</td> </tr> </tbody> </table> <p>Result: The payment displays below the fee(s) with the type and date of the payment, the amount paid in the Credit column.</p> <p>If more than the amount of the fee selected is paid, the extra amount becomes a Surplus. Campus saves the surplus amount and it can be applied to other fees.</p>	Fee	Fee Max	Due Date	Fee Balance	Payment Amount	AD - 16/17 REG FEE GR 9-12	Applies	04/30/2021	160.00	160.00					
Fee	Fee Max	Due Date	Fee Balance	Payment Amount												
AD - 16/17 REG FEE GR 9-12	Applies	04/30/2021	160.00	160.00												
<p>Surplus (Balance: \$XX.XX)</p>	<p>This option only displays if a surplus is available on the account. Click the Make Payment button.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Payment Total * 15.00 <input type="button" value="Pay All"/> Payment Date * 04/14/2021 <input type="button" value="Calendar"/> Payment Method * Surplus (Balance: \$20.00)</p> <table border="1"> <thead> <tr> <th>Fee</th> <th>Fee Max</th> <th>Due Date</th> <th>Fee Balance</th> <th>Payment Amount</th> </tr> </thead> <tbody> <tr> <td>AMS-LOST TEXTBOOK</td> <td>Applies</td> <td>04/14/2021</td> <td>15.00</td> <td>15.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total</td> <td>15.00</td> <td>15.00</td> </tr> </tbody> </table> </div> <p>Result: The Surplus Balance is reduced by the amount used to pay the fee. The payment displays below the fee(s) with the type and date of the payment, the amount paid in the Credit column.</p>	Fee	Fee Max	Due Date	Fee Balance	Payment Amount	AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	15.00	Total			15.00	15.00
Fee	Fee Max	Due Date	Fee Balance	Payment Amount												
AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	15.00												
Total			15.00	15.00												
<p>Record Credit/Debit Card</p>	<p>If your district does NOT use Online Payments or a Desktop Card Reader, enter the Reference Number then click the Make Payment button.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Payment Total * 15.00 <input type="button" value="Pay All"/> Payment Date * 04/14/2021 <input type="button" value="Calendar"/> Payment Method * Record Credit/Debit Card</p> <p>Reference Number * 85207496</p> <table border="1"> <thead> <tr> <th>Fee</th> <th>Fee Max</th> <th>Due Date</th> <th>Fee Balance</th> <th>Payment Amount</th> </tr> </thead> <tbody> <tr> <td>AMS-LOST TEXTBOOK</td> <td>Applies</td> <td>04/14/2021</td> <td>15.00</td> <td>15.00</td> </tr> </tbody> </table> </div> <p>Result: The payment displays below the fee(s) with the type and date of the payment, the amount paid in the Credit column. If more than the amount of the fee selected is paid, the extra amount becomes a Surplus. Campus saves the surplus amount and it can be applied to other fees.</p>	Fee	Fee Max	Due Date	Fee Balance	Payment Amount	AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	15.00					
Fee	Fee Max	Due Date	Fee Balance	Payment Amount												
AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	15.00												
<p>Process Credit/Debit Card (Card Swipe)</p>	<p>Complete these steps if you are using a Desktop Card Reader.</p> <p>▶ Click here to expand...</p> <ol style="list-style-type: none"> 1. Click the Make Payment button. <p>Result: The Card Present Processing window displays.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Card Present Processing</p> </div>															

Payment Method	Description												
	<div data-bbox="639 197 1342 730" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Subtotal</td> <td style="width: 33%;">Service Fee</td> <td style="width: 33%;">Total</td> </tr> <tr> <td>\$50.00</td> <td>\$1.75</td> <td>\$51.75</td> </tr> </table> <p>Processing Mode Card Swipe</p> <p>Card Swipe * Click to enable swipe</p> <p>Zip Code * _____</p> <p>Email user@example.com</p> <p>Submit Payment Cancel</p> </div> <p>2. Click the <i>Click to enable swipe</i> in the Card Swipe field then swipe the card through the card reader. Result: A progress bar appears in the Card Swipe field. When the process completes, the message changes to Success.</p> <p>3. Enter an Email address. <i>(Optional)</i></p> <div data-bbox="635 965 1422 1126" style="background-color: #e0f2f1; padding: 10px; border: 1px solid #ccc;"> <p>If Email Settings are set up, Campus will send the receipt to the Email address entered here. This email is not included in the Sent Message Log.</p> </div> <p>4. Click the Submit Payment button. Result: If the transaction is successful, the receipt displays and you can print the receipt from your browser. A receipt is emailed if an email address was entered in the Email field.</p> <div data-bbox="639 1312 1075 1700" style="border: 1px solid #ccc; padding: 5px;"> <p>Thank you for your payment</p> <p>Date: 11/12/2019 9:29 AM Reference #: 181748472</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NAME</th> <th>FEE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Abram, Christian</td> <td>Germany Summer Exchange Trip</td> <td>\$475.00</td> </tr> </tbody> </table> <p>Service Fee: \$5.00 Total: \$480.00</p> <p>Payment Method: VISA Abram, Christian</p> <p>Email Address for Receipt: user@infinitecampus.com</p> <p>Print Close</p> </div> <p>5. Click the Close button. Result: The payment displays below the fee(s) with the type and date of the payment, the amount paid in the Credit column and Balances and Totals updated accordingly.</p>	Subtotal	Service Fee	Total	\$50.00	\$1.75	\$51.75	NAME	FEE	AMOUNT	Abram, Christian	Germany Summer Exchange Trip	\$475.00
Subtotal	Service Fee	Total											
\$50.00	\$1.75	\$51.75											
NAME	FEE	AMOUNT											
Abram, Christian	Germany Summer Exchange Trip	\$475.00											
<p>Process Credit/Debit Card (Manual Entry)</p>	<p>Complete these steps if you do not have a Desktop Card Reader. ▶ Click here to expand...</p> <p>1. Click the Make Payment button. Result: The Card Present Processing window displays.</p> <div data-bbox="639 2029 911 2051" style="border: 1px solid #ccc; padding: 2px;"> <p>Card Present Processing</p> </div>												

Payment Method	Description
	 <ol style="list-style-type: none"> Select <i>Manual Entry</i> in the Processing Mode dropdown list. Fill out the following fields. <ul style="list-style-type: none"> Card Number Card Expiration Name on Card Address Zip Code Email Click the Submit Payment button. <p>Result: If the transaction is successful, the receipt displays and you can print the receipt from your browser. A receipt is emailed if an email address was entered in the Email field. This email is not included in the Sent Message Log.</p>  Click the Close button. <p>Result: The payment displays below the fee(s) with the type and date of the payment, the amount paid in the Credit column and Balances and Totals updated accordingly.</p>

Payment Panel

Only **Comments** can be added or modified in this panel.

After a payment is made, you can click the payment to display the Payment panel. This panel includes the **Payment Date**, the total **Amount**, the **Payment Method**, and any **Comments** attached to the payment. The calendar in which the payment was made and the name of the

user(s) who created the payment also display.

Below the **Comments** section, the panel displays all fees paid with that payment, the due dates of each fee, and the amount paid for each fee.

Year	Household Max	Student Max	Balance
- 21-22	500.00	200.00	- 75.00

Fee	Due Date	Balance
- Senior Trip		0.00

Description	Type	Date	Debit
Assignment	Field Trip	10/28/2019	100.00
Payment	In Office	02/16/2022	0.00

+ Yearbook			0.00
------------	--	--	------

Payment

Amount 200.00 **Payment Date** 2/16/2022 **Payment Type** In Office

Payment Method
Check - Check# 6547

Created By Administrator, Demo (123456789) **Created Date** 2/16/2022 2:21:00 PM

Modified By Administrator, Demo (123456789) **Modified Date** 2/16/2022 2:21:00 PM

Comments
Maximum 255 characters

Description	Due Date	Name	Calendar	Payment Sta...	Payment Amount
Senior Trip		Albrough, Dallas (109301)	21-22 Harrison High	Paid	100.00
				Payment Total	200.00

Save Comments
Void
Close

Make a Deposit (Surplus)

Deposits create a **surplus** that can be applied to future fee assignments.

If *Autopay Fees with Surplus Balance* set to Yes in System Preferences, the surplus created by

the deposit is **automatically** applied to any outstanding fees for that student.

Unpaid Fees : \$0.00

Years to Print
21-22 ✕

	Year	Household Max	Student Max
+	2020	800.00	450.00

Payment

Payment Total *

Payment Date *
04/15/2021

Payment Method *

Comments
Maximum 255 characters

New Fee Assignment **Make Payment** **Make Deposit** **Make Refund**

Make Deposit **Cancel**

1. Click the **Make Deposit** button.
Result: The Payment panel displays.
2. Enter the amount of the deposit in the **Payment Total** field.
3. Enter the **Payment Date** in *mmdyyy* format.
4. Select a **Payment Method** from the dropdown list.
 - **Cash**
 - **Check** - enter a **Check #**
 - **Record Credit/Debit Card** - enter a **Reference #**
5. Enter any **Comments** associated with the deposit.
6. Click **Make Deposit**.

Result: The Surplus amount is updated and can be applied to an unpaid fee at any time.

Unpaid Fees : \$0.00

Surplus : \$20.00

Years to Print
21-22 ✕

	Year	Household Max	Student Max
+	2020	800.00	450.00

Make Refund from Surplus Amount

Deposits create a **surplus** that can be applied to future fee assignments. Any amount paid which exceeds the amount owed also becomes a **Surplus**. The **Surplus** amount appears at the top of the

Fees Editor.

To refund all or part of a Surplus, click the **Make Refund** button. The Refund panel displays and you can enter a **Refund Amount**, a **Transaction Date**, any **Comments** associated with the refund and click **Make Refund**. Campus subtracts the refund amount from the surplus total.

The district or school is responsible for returning the refund to the account holder.

Unpaid Fees : \$0.00
Surplus : \$20.00

Years to Print

21-22 x

	Year	Household Max	Student Max
+	2020	800.00	450.00

Refund

Total Surplus
20.00

Refund Amount *

Transaction Date *

Comments
Maximum 255 characters

New Fee Assignment
Make Payment
Make Deposit

Make Refund

Make Refund
Cancel

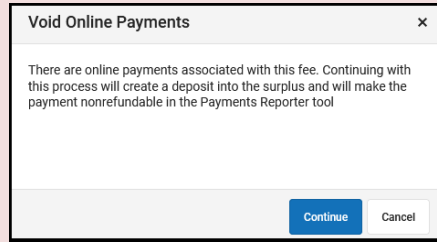
Void a Fee Assignment, Payment, or Adjustment

Transactions may NOT be deleted. Instead, they are voided which reverses the transaction. The procedures in this article describe voiding Fee Payments and Adjustments that were entered using the Fees tool in Campus.

Important Information About this Process

- Deposits cannot be voided, only refunded.
- Voiding a Fee Assignment also voids all Payments and Adjustments attached to the assignment.
- If a payment transaction originally included surplus funds which were then reallocated to another fee, the original payment cannot be voided. Later payments made with the surplus funds must first be voided before the original payment can be voided.

- When voiding a fee that was paid using an online payment, this message appears:



Clicking **Continue** voids the payment and deposits the amount of the online payment into the surplus, and the payment can **NOT** be refunded in the [Payments Reporter](#) tool. Clicking **Cancel** does **NOT** void the online payment through the Fees tool. Instead, you can use the [Payments Reporter](#) to refund the payment.

Void an Assignment, Payment, Or Adjustment

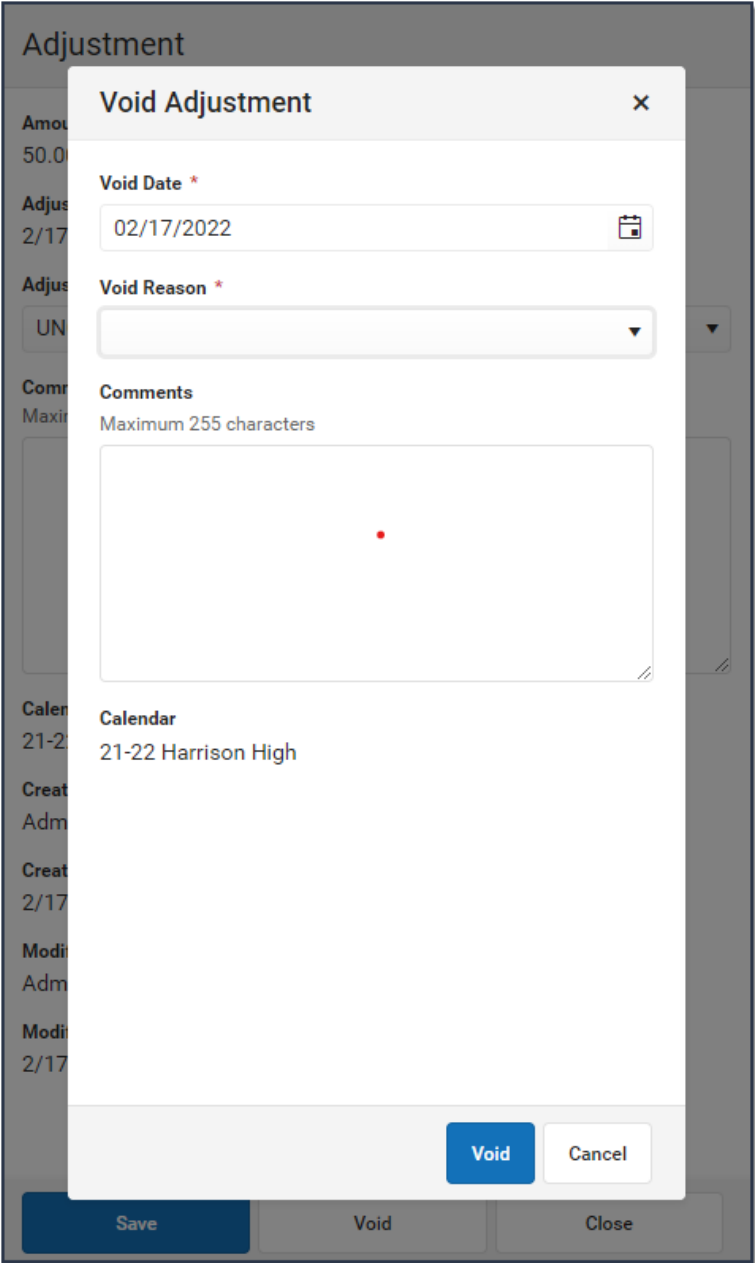
- Select the Assignment, Adjustment or Payment and click the **Void** button.

Result: A **Void Detail** screen displays.

When voiding...	The Void Detail Screen...
an Assignment	includes the Fee assigned, the Amount, the Due Date and any Fee Comments. Expand the area below to see an example of this screen. ▶ Click here to expand...

When voiding...	The Void Detail Screen...
	<div data-bbox="550 190 1310 1442"> <p>Assignment</p> <p>Void Assignment ✕</p> <p>All payments and adjustments to this fee will also be voided</p> <p>Void Date *</p> <p>02/17/2022 📅</p> <p>Void Reason *</p> <p><input type="text"/></p> <p>Comments</p> <p>Maximum 255 characters</p> <p><input type="text"/></p> <p>Calendar</p> <p>21-22 Harrison High</p> <p>Void Cancel</p> <p>Save Make Payment Make Adjustment Void Close</p> </div>

When voiding...	The Void Detail Screen...			
<p>a Payment</p>	<p>includes the Payment Date, the Amount paid, the Payment Method and any Fee Payment Comments. A table detailing the payment transaction appears following the summary information which includes the Fee, the Due Date, the Amount owed and the Payment Amount, as well as any deposits made as a result of the payment.</p> <p>When voiding a Payment, indicate the Payment Void Type.</p> <ul style="list-style-type: none"> ◦ Void payment to this fee and create deposit voids the selected payment only and creates a surplus with the amount paid. ◦ Void payments to all fee assignments paid with this fee payment voids the selected payment and any other payments made in the same transaction. All payments made in the transaction payment are listed in the payment transaction table. <p>Expand the area below to see an example of this screen.</p> <p>▶ Click here to expand...</p> <div data-bbox="448 842 1422 1518" style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #f0f0f0; padding: 5px;"> <p>Payment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Amount 12.00</td> <td style="width: 33%;">Payment Date 4/14/2021</td> <td style="width: 33%;">Payment Type In Office</td> </tr> </table> </div> <div style="margin-top: 10px;"> <div style="background-color: #fff; border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Void Payment ✕ </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div> <p>Void Date *</p> <input type="text" value="04/15/2021"/> </div> <div> <p>Void Reason *</p> <input type="text"/> </div> </div> </div> <div style="margin-top: 10px;"> <p>What to void: *</p> <p><input type="radio"/> Void payment to this fee and create deposit.</p> <p><input checked="" type="radio"/> Void payments to all fee assignments paid with this fee payment (Cancels payment).</p> </div> <div style="margin-top: 10px;"> <p>Comments</p> <p>Maximum 255 characters</p> <input style="width: 100%; height: 30px;" type="text"/> </div> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"> <input type="button" value="Void"/> <input type="button" value="Cancel"/> </div> </div> </div> </div>	Amount 12.00	Payment Date 4/14/2021	Payment Type In Office
Amount 12.00	Payment Date 4/14/2021	Payment Type In Office		

When voiding...	The Void Detail Screen...
<p>an Adjustment</p>	<p>includes the Void Date, Void Reason, and any Adjustment Comments. Expand the area below to see an example of this screen.</p> <p>▶ Click here to expand...</p> 

2. Enter a **Void Date** in *mmddyyyy* format. Clicking the date field will open a calendar of the current month below. This field defaults to the current date.
3. Select a **Void Reason** from the dropdown list, such as Activity Cancelled, Office Mistake or Uncollectible.
4. Enter any **Comments** associated with the void transaction.
5. Click **Void** when finished.

Result: After a Payment or Adjustment is void, Campus adds a line to the editor to reverse the credit. When an Assignment is void, Campus adds a line to reverse the debit and labels the assignment as Void.

Fee	Due Date	Balance		
- Senior Trip (Void)	02/17/2022	0.00		
Description	Type	Date	Debit	Credit
Assignment	Field Trip	02/16/2022	100.00	0.00
Payment	In Office	02/16/2022	0.00	100.00
Void Payment	Cancellation Related	02/17/2022	100.00	0.00
Void Assignment	Cancellation Related	02/17/2022	0.00	100.00

Auto-pay Fees with Surplus Balance (District Preference)

The Auto-pay Fees with Surplus Balance preference automatically pays any fee with surplus. Surpluses can only be applied to fees for the selected student. When a surplus is available, the payment of a fee comes from the surplus amount for that student only.

When set to **Yes**, auto-pay occurs in the following scenarios:

- When a deposit is created after adjusting a fee assignment where the total adjustment plus total payments is greater than the fee amount.
- When part of a payment is voided on a fee assignment. This auto-pays any other fees that may exist (but not the one where the payment was just voided).
- When a new fee assignment is created when there is a surplus balance. This auto-pays the newly created fee first then any remaining surplus is auto-paid to other fees.

A message appears when making a payment for **Students** and **Persons** when a surplus exists alerting the office person the deposit will be applied to other fees.

Set the **Auto-pay Fees** preference to either **Yes** or **No** then click **Save** when you are done.

System Preferences

Save

Batch Queue Expiration Days Automatically delete batch queue jobs older than this many days or leave blank to never delete.

Autopay Fees with Surplus Balance **Yes** ▼

Auto Post Course Fees **Yes** ▼

Days to Flag Roster Additions Students added to a section will appear on rosters in green text for the specified number of days.

NGA Cohort Years after NCLB ▼

Allow access to Student Number as PIN Features **No** ▼

User access to the new look of Campus (Try New Look) ▼

Display Fifth Year EL Monitoring **No** ▼

Print a Student's Fee Statement

This report generates a PDF in a format that can be folded and mailed to a person's primary address. The Fee Statement provides a list of totals, including the number and value of all fees incurred, the district-determined fee maximum if applicable, the total amount paid, and the balance due.

If a student does not have an active primary address marked for Mailing (the address has an end date), the report will generate for the student but not include an address.

To print a student's Fee Billing Statement, select the **Years to Print** then click the **Print** button at the bottom of the screen.

Fees ★

Anderson, Jack A Grade: 10 #662478 DOB: 10/12/06

■ HS Graduation ■ Peer Tutor

[Student Information](#) > [General](#) > [Fees](#)

Unpaid Fees : \$400.00
Surplus : \$0.00
Balance : \$400.00

Years to Print

21-22 ×

1

	Year	Balance
+	21-22	400.00

New Fee Assignment

Make Payment

Make Deposit

Make Refund

Make Adjustments

Print

2

Example Print Button for the Fee Billing Statement

Fee Billing Statement

02/21/2022
Page 1 of 1

21-22 Harrison High
5856 Peachtree Parkway, Metro City, MN 55436
Phone: (763)555-5555 Fax:

To: Anderson, Jack A
620 Rice Creek Ter NE
Blaine, MN 55449

Student Number: 662478
Grade: 10 Gender: M
Number of Fees: 3

Fee Amount: \$600.00
Adjustments: \$0.00
Paid: -\$200.00
Unpaid Fees: \$400.00
Balance: \$400.00

Fees

Fee (Type)	Due Date	Fee Amount	Payment/Adjustment				Balance Due
			Type	Date	Amount	Method	
Orchestra Trip - Down Payment (Activity)	02/17/2022	\$475.00	Payment	02/17/2022	\$150.00	From Surplus	\$325.00
10th Grade PSAT Prep (Activity)	03/01/2022	\$50.00	Payment	02/15/2022	\$25.00	Cash	\$0.00
Yearbook (Technology)	04/01/2022	\$75.00	Payment	02/16/2022	\$25.00	Cash	\$75.00
Total Balance Due for Fees: \$400.00							

* stands for variable rate fee.

Example Fee Billing Statement

Setup Fee Maximums

The Fee Maximum tool sets a cap on the amount of fees a family pays for a school year. This cap can be set for just student fees (applies to fees listed on the [Student Fees](#) tool), for just household fees (applies to fees listed on the [Household Fees](#) tool) or both.

Fee Maximums ☆

[Fees](#) > [Set Up](#) > Fee Maximums

Save

Fee Maximums for the 19-20 school year

Student Fee Maximum
\$

Household Fee Maximum
\$

Note - When a Household Fee Maximum is established, the best practice is to make the Household Fee Maximum greater than the Student Fee Maximum.

Fee Maximums

Fee Maximum Logic

When setting fee maximums, consider the following items:

- As a best practice, the Household Fee Maximum should be greater than the Student Fee Maximum.
- Fee Maximums are set for the entire district.
- Fee maximums should only be changed between school years (during summer break AFTER the active school year has been changed to the next school year). Changing the value during the school year is not recommended, as families that have previously met their maximum may be assessed additional fees.
- Maximums only apply to students who have **active enrollments**. Fees assigned to household guardians do not calculate toward the maximum.
- Maximums are not regressive. Changing the maximum has no impact on previous school years.

Primary vs. Secondary Households

When managing fees for students who belong to multiple households, or for blended households which include students with primary and secondary memberships in the household, the following items should be considered:

- Only members indicated as primary can be assigned fees in the Household Fees editor.
- Only fees assigned to members indicated as primary will calculate towards the Household [Fee Maximum](#).
- If a student has primary household memberships in two households, the Household Fee Max does **NOT** apply for any person in the household. However, the Student Fee Max (if set) does apply to all students in the household.

Setting Fee Maximums

1. Enter the dollar amount for **Student Fee Maximum**.
2. Enter the dollar amount for the **Household Fee Maximum**.
3. Click the **Save** icon when finished.

To remove this fee maximum, remove the entered value from either field.

When Fee Maximums are set, the dollar amount of that maximum displays on the Student Fees tool and the Household Fees tool.

Year	Household Max	Student Max	Debit	Credit	Balance
- 2020	800.00	450.00	18.00	6.00	12.00

Fee	Due Date	Debit	Credit	Balance
+ AD - 16/17 PE. SHORTS	03/31/2021	12.00	0.00	12.00
+ AD - 16/17 PE. SHIRTS	03/31/2021	6.00	6.00	0.00

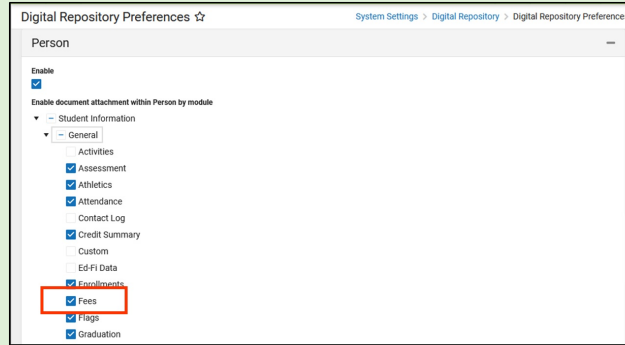
Fees Documents

The **Documents** button on the **Fees** tool allows you to view all documents associated with a

specific student's fees.

The Fees Documents button is enabled by your Campus administrator. See the [Digital Repository Preferences](#) article for more information.

Ensure the Fees checkbox is marked under Student Information > General > Fees within the Digital Repository Preferences.



The screenshot shows the 'Fees' page for a student named Alborough, Dallas. It displays financial information: Unpaid Fees: \$175.00, Surplus: \$0.00, and Balance: \$175.00. Below this is a table for 'Years to Print' showing the year 21-22 with a balance of 175.00. A detailed table shows two fees: 'Senior Trip' for 100.00 and 'Yearbook' for 75.00. At the bottom, a row of buttons includes 'New Fee Assignment', 'Make Payment', 'Make Deposit', 'Make Refund', 'Make Adjustments', 'Documents', and 'Print'. A red arrow points to the 'Documents' button.

Documents Button

Upload Documents

1. Click the **Documents** button.
2. Click the **Upload** button.
3. Click **Select files** and locate the file to attach. Select it and click **Open** or just double-click the file name.
4. Provide a comment or note in the **Description** field if needed. The Description appears below the file name in the Document List.
5. Repeat Steps 3 and 4 until all of the desired files to attach are added.

6. Click the **Save** button. The documents appear in the Document List.
7. Sort the list by clicking the **Newest** or **Oldest** button.

Fees ☆ Student Information > General > Fees

Alborough, Dallas Grade: 12 #109301 DOB: 01/01/05 Counselor: Hunter Counselor

Unpaid Fees : \$175.00 Surplus : \$0.00 Balance : \$175.00

Years to Print: 21-22

Year	Balance
- 21-22	175.00

Fee	Due Date	Balance
+ Senior Trip		100.00
+ Yearbook		75.00

Buttons: New Fee Assignment, Make Payment, Make Deposit, Make Refund, Make Adjustments, **Documents**, Print

Fees ☆ Student Information > General > Fees

Alborough, Dallas Grade: 12 #109301 DOB: 01/01/05 Counselor: Hunter Counselor

Unpaid Fees : \$175.00 Surplus : \$0.00 Balance : \$175.00

Years to Print: 21-22

Document List

Sort: **Newest** Oldest

Buttons: New Fee Assignment, Make Payment, Make Deposit, Make Refund, **Upload**, Cancel

Fees ☆ Student Information > General > Fees

Alborough, Dallas Grade: 12 #109301 DOB: 01/01/05 Counselor: Hunter Counselor

Unpaid Fees : \$175.00 Surplus : \$0.00 Balance : \$175.00

Years to Print: 21-22

Document Upload
Max File Size: 20 MB

Select files... Drop files here to upload

Consent
 consent to be bound by the Terms and Conditions of the Acceptable User Policies of both the District and Infinite Campus.

Buttons: New Fee Assignment, Make Payment, Make Deposit, Make Refund, **Save**, Cancel

Upload Documents

Delete Documents

1. Click the **Delete** icon (red X) next to the attachment to remove. A confirmation message displays.
2. Click the **Delete** button. The attachment is permanently removed.

Delete Documents

View a Document

1. Click the document name.
2. Depending on the browser settings, the document may open immediately.

Fees ☆

Alborough, Dallas Grade: 12 #109301 DOB: 01/01/05 Counselor: Hunter Counselor

HS Graduation

[Student Information](#) > [General](#) > [Fees](#)

Related Tools ^

Unpaid Fees : \$175.00 **Surplus :** \$0.00 **Balance :** \$175.00

Years to Print

21-22 ✕

Year	Fee
- 21-22	
+	Senior Trip
+	Yearbook

Document List

Sort: Newest Oldest

✕	<p>CopyBill.pdf</p> <p>Copy of hotel bill for senior trip.</p>	07/26/2022 >
✕	<p>DallasAlboroughFeeCalculations.xlsx</p>	07/26/2022 >

New Fee Assignment Make Payment Make Deposit Make Refund Make Payment

Upload Cancel

View Documents