

# Exempt or Unexempt Fee Assignments (Fees Wizard)

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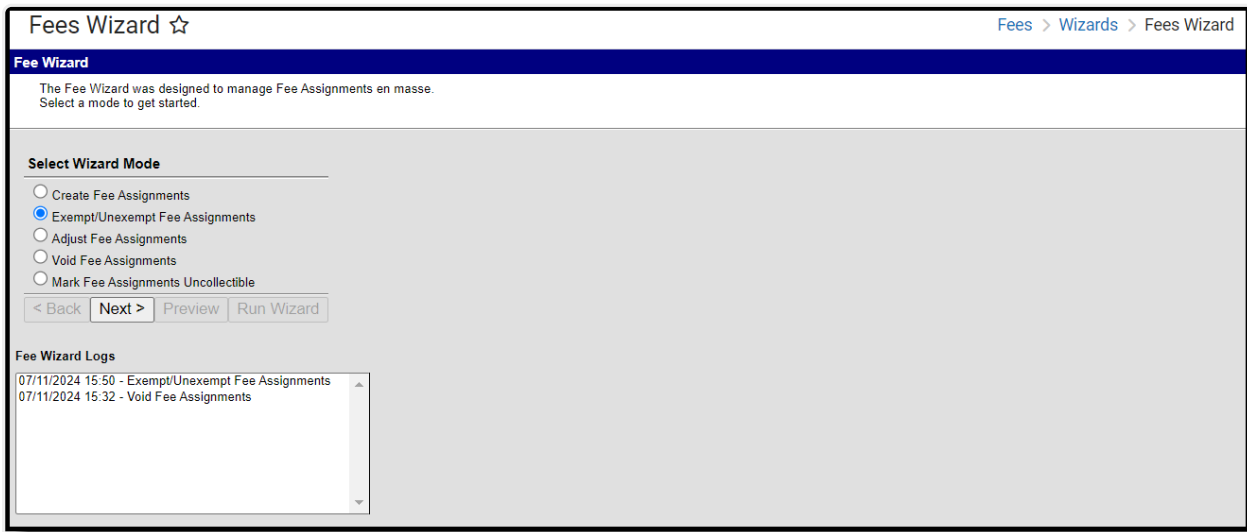
[Important Information about Exempting Fee Assignments](#) | [Exempt/Unexempt Fee Assignments Editor](#) | [Using the Exempt/Unexempt Fees Mode](#)

This information applies when the **Exempt/Unexempt Fee Assignments** option is selected in the first step of the Fees Wizard.

Tool Search: Fee Wizard

The Exempt/Unexempt Fee Assignments mode eliminates the student's need to pay the fee assignment. Unexempting indicates the student must make the fee payment. Only fee assignments marked [May be Exempted](#) are listed in the fee selection.

Exempted/Unexempted fees are visible on the student's [Fees](#) tool. A Fees Wizard log entry is also created and visible from the first page of the [Fees Wizard](#).



The screenshot shows the 'Fees Wizard' interface. At the top, there's a breadcrumb trail: 'Fees > Wizards > Fees Wizard'. Below this is a header 'Fee Wizard' with a star icon. A message states: 'The Fee Wizard was designed to manage Fee Assignments en masse. Select a mode to get started.' Under 'Select Wizard Mode', there are five radio button options: 'Create Fee Assignments', 'Exempt/Unexempt Fee Assignments' (which is selected), 'Adjust Fee Assignments', 'Void Fee Assignments', and 'Mark Fee Assignments Uncollectible'. Below these are four buttons: '< Back', 'Next >', 'Preview', and 'Run Wizard'. At the bottom left, there's a 'Fee Wizard Logs' section with a scrollable list containing two entries: '07/11/2024 15:50 - Exempt/Unexempt Fee Assignments' and '07/11/2024 15:32 - Void Fee Assignments'. Below the screenshot, the text 'Exempt/Unexempt Wizard' is displayed in a light gray font.

## Important Information about Exempting Fee Assignments

The following logic applies to exempting fee assignments.

- A fee assignment that has no child transactions will be exempted and the balance due is set to \$0.

- A fee assignment that has fee payments will be exempted and payments will be voided. The amount paid will be considered a surplus. The balance due is set to \$0.
- A fee assignment that has adjustments will be exempted and the adjustments will be voided. The balance due is set to \$0.
- A fee assignment with voids will be exempted and the voids will be ignored. The balance due is set to \$0.

## Exempt/Unexempt Fee Assignments Editor

The following options are available when using the Exempt/Unexempt Fee Assignments mode.

Field	Description
<b>Exempt/Unexempt Option</b>	<p>Selection determines the action to apply to the selected fees.</p> <ul style="list-style-type: none"> <li>• Exempt - the selected fees will be marked as exempt on the student's Fees tool.</li> <li>• Unexempt - the selected fees will have the exemption removed on the student's Fees tool.</li> </ul>
<b>Date</b>	<p>Entered date is used in the Fee Audit report and indicates when the fee was made exempt or not exempt. This is a required field. Dates can be entered in <i>mmddyy</i> format or use the calendar icon to select a date.</p>
<b>How do you want to handle processing if exempting the assignment requires the voiding of a credit card or online payment?</b>	<ul style="list-style-type: none"> <li>• <b>Stop processing and produce an error (allowing you to refund the payment in Payments Reporter):</b> If a credit card or online payment was made on the fee assignment, marking this option produces an error message similar to the one below. The Fees Wizard will NOT void the payment and it must be refunded in the Payments Reporter tool for each person listed in the error message. <div data-bbox="525 1471 1361 1657" data-label="Form"> <div>Form Validation Error</div> <div>You must use the Payments Reporter tool to void all online payments associated with these fees before voiding the assignment: Youngmark, Britani:Carter Field Trip - Bendix, Darren:Carter Field Trip - Dohl, Lewis:Carter Field Trip - Hilliges, Paolo:Carter Field Trip - Lain, Isabelle:Carter Field Trip -</div> <div>District: MN - MN (MN) appServer b3710398.CMB001</div> <div>Date: Jul 31, 2022 10:13:54 AM</div> <div>Error Token: 1862480249</div> <div>This error was caused by invalid input. Please hit 'Back' and correct the mistake. If this is not the case, please report this error to Campus Support. Describe the steps necessary to reproduce the error.</div> </div> </li> <li>• <b>Continue processing and void the payment (which will make it nonrefundable in Payments Reporter):</b> If a credit card or online payment was made on the fee assignment, marking this option allows the Fees Wizard to void the payment. The payment amount is deposited into the surplus, and the payment can <b>NOT</b> be refunded in Payments Reporter.</li> </ul>

Field	Description
<b>Select Fees</b>	List of fees that can be marked as exempt or unexempt. Only fees currently marked as <a href="#">May be Exempted</a> on the <a href="#">Fees</a> editor appear in the list for selection.
<b>Created From/To Date Range</b>	Entered dates are used to only mark those fees that were created (assigned to the student) during that date range as exempt or not exempt. Dates are entered manually or you may use the calendar icon to select a date. The From Date must be same as or before the To Date; the To Date must be the same as or after the From Date. For example, a From Date of 03/05/2013 requires the To Date to either be 03/05/2013 or after 03/05/2013.
<b>Select Calendars</b>	Students who have active enrollments in the selected calendars AND have the selected fee assigned to them will have fees exempted or unexempted. The Year and School selected in the Campus toolbar will automatically be selected. If a school is not selected in the Campus toolbar, all calendars for all years appear in the calendar list.
<b>Select Students</b>	Students can be selected by a Grade Level or an Ad hoc Filter. If a school is selected in the Campus toolbar, only those grade levels in the selected school are available for selection. When an ad hoc filter is selected, only those students included in the filter will have fees exempted or unexempted.

## Using the Exempt/Unexempt Fees Mode

The following procedures walk the user through the exempting or unexempting fee assignments.

### Mode Selection

1. Select the **Exempt/Unexempt Fee Assignment Mode** from the main Fees Wizard page.
2. Click the **Next** button. The **Exempt/Unexempt** editor displays.

### Exempt Fees

1. Select the **Exempt** radio button to make fee assignments exempt.
2. Enter a **Date** for when the fee became exempt.
3. Determine how to handle credit card or online payments by selecting the radio button for the option **Stop processing and produce an error** or **Continue processing and void the payment**.
4. If the fees should be marked as unexempt, continue to the [Unexempt Fees](#) section.
5. Select the **Fees** to mark as exempt.
6. Enter a **Created From** date and a **Created To** date.

7. Select the **Calendar**.
8. Select the **Students** either by **Grade Level** or an **Ad hoc Filter**.

## Unexempt Fees

1. Select the **Unexempt** radio button to make fee assignments exempt.
2. Enter a **Date** for when the fee became unexempt.
3. Select the **Fees** to mark as exempt.
4. Enter a **Created From** date and a **Created To** date.
5. Select the **Calendar**.
6. Select the **Students** either by **Grade Level** or an **Ad hoc Filter**.

## Preview Exempt/Unexempt Fees

1. Click the **Preview** button. A Fee Wizard Report displays in a new browser window, listing the students who will have the selected fees exempted or unexempted.

**TIP:** If you are running the Fees Wizard with the **Stop processing and produce an error (allowing you to refund the payment in Payments Reporter)** option, you may want to print this report and use it when making refunds in [Payments Reporter](#).

2. Return to the **Fees Wizard** window to assign the fees.

Fees will not be exempted until the **Run Wizard** button is selected.

21-22  
Carter Middle  
3455 Middle School Road, Metro City MN 55555  
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Fee Wizard Report

21-22 Carter Middle

Student	Person ID	Name	Assignment ID	Exempt
Abraham, Charla	942	Carter Field Trip	28272	Exempt
Hohl, Kaori	17569	Carter Field Trip	28271	Exempt
Marcker, Ultan	22919	Carter Field Trip	28273	Exempt

Preview Exempt Fee Assignments

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Carter Middle  
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Fee Wizard Report

21-22 Carter Middle

Student	Person ID	Name	Assignment ID	Exempt
Abraham, Charla	942	Carter Field Trip	28272	Unexempt
Hohl, Kaori	17569	Carter Field Trip	28271	Unexempt
Marcker, Ultan	22919	Carter Field Trip	28273	Unexempt

Preview Unexempt Fee Assignments

## Run Wizard

Click the **Run Wizard** button to mark the selected fees as exempt or unexempt. A **Fees Wizard Report** displays in a new browser window listing the students whose fees were exempted or unexempted.

This is the only indication a user receives that fees were exempted.

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Fee Wizard Report

21-22 Carter Middle

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Exempt Fee Assignment Run Wizard Report

**21-22  
Carter Middle**

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**Fee Wizard Report**

21-22 Carter Middle

Student	Person ID	Name	Assignment ID	Exempt
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Hohl, Kaori	17569	Carter Field Trip	28271	Unexempt
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*Unexempt Fee Assignment Run Wizard Report*