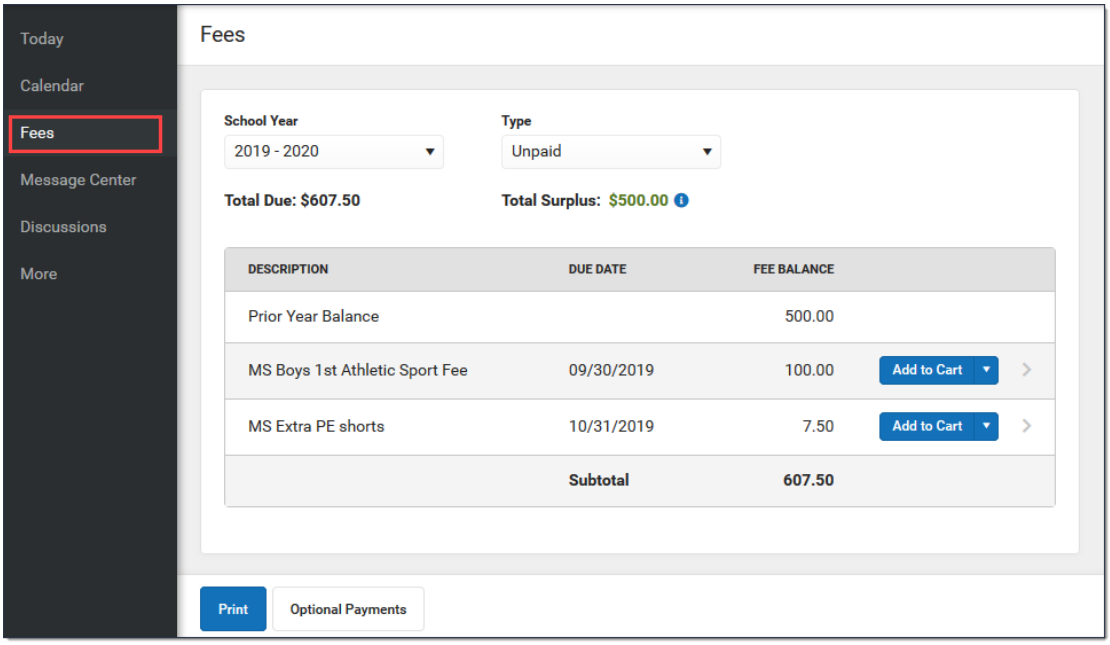
Fees (My Cart)

Last Modified on 07/14/2026 12:37 pm CDT

The **Fees** tool provides a list of all fees assigned to you. Fees may include things like a lab fee for a science course, a fee for a field trip or the cost of an athletic activity. Fees that are still owed and fees that were paid appear in this list, followed by the ongoing balance for all fees.

Where do I go to view and pay fees?

The Fees tool is available in the outline on the left.



How do I Pay a Fee?

The option to pay fees (Add to Cart) does not display for everyone. This option is only available if your school uses this feature.

1. Select **Fees**.
2. Select **Add to Cart** next to the Fee you want to pay.
3. Select **My Cart**.
4. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).
5. Select **Submit Payment**.

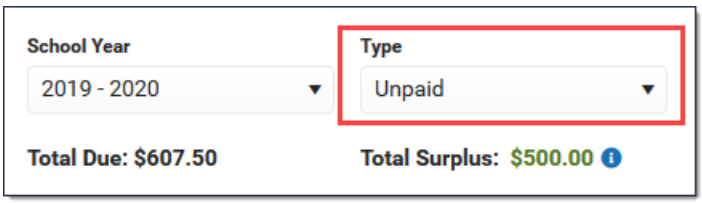
Need more information?

See the following Pay a Fee section for more detailed information.

How do I find unpaid fees?

Select *Unpaid* in the **Type** dropdown list.

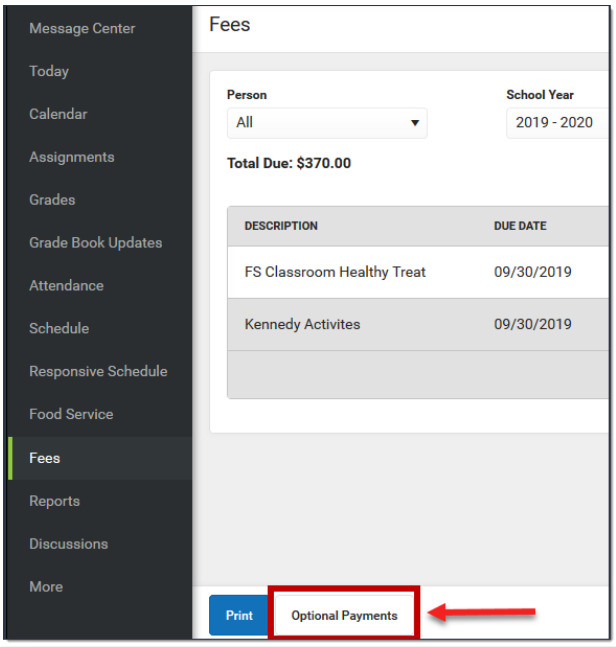
Be sure to select the **School Year** where you have unpaid fees. Campus selects the current year by default; however, if you need to find to find a fee from a prior year you must select the year in the School Year dropdown list.



How do I pay Optional Fees?

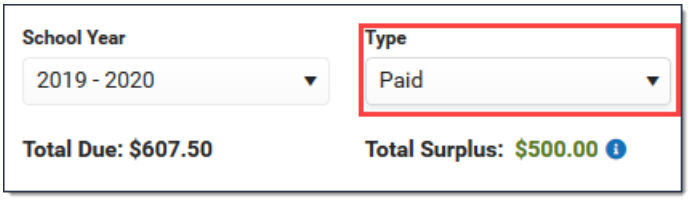
Optional fees are fees that are not assigned to you directly. This could be things like parking stickers, donations to the school, school supplies, etc. Optional Fees are paid using the Optional Payments tool. While adding Fees to My Cart, you can click the **Optional Payments** button to get to the Optional Payments tool.

See the Optional Payments article for more information about that tool.



How do I find fees I already paid?

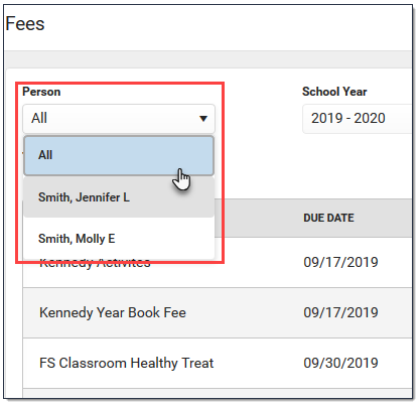
Select *Paid* in the **Type** dropdown list. Fees that are partially paid do not display when **Paid** is selected. Instead, select **Unpaid** and click the arrow next to the partially paid Fee to see the paid amount.

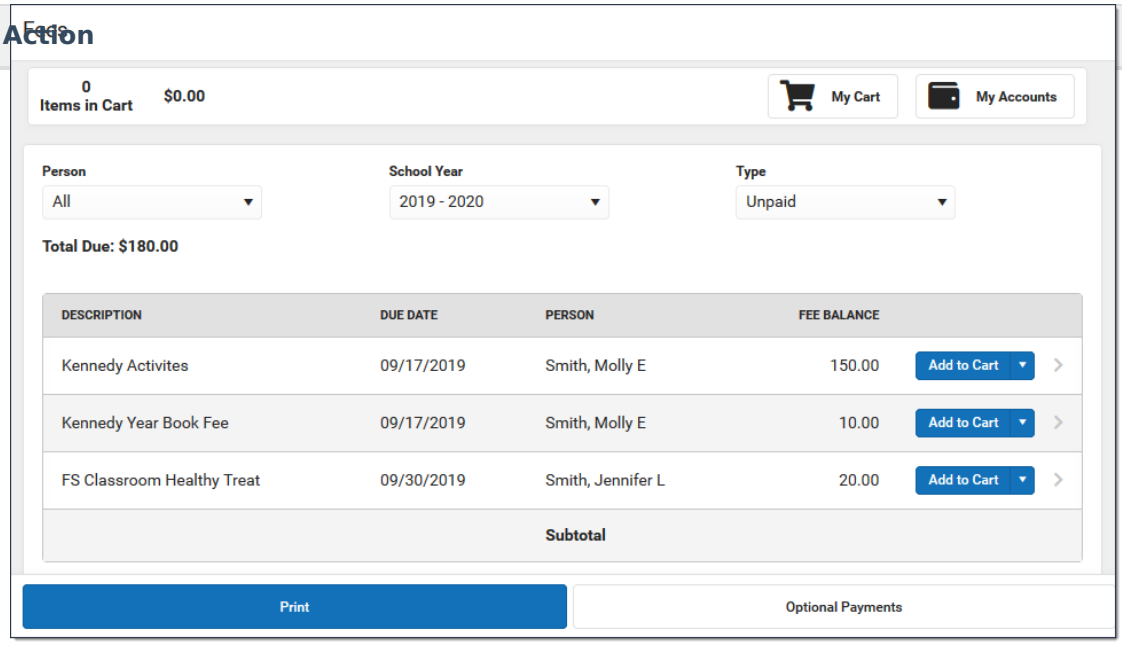


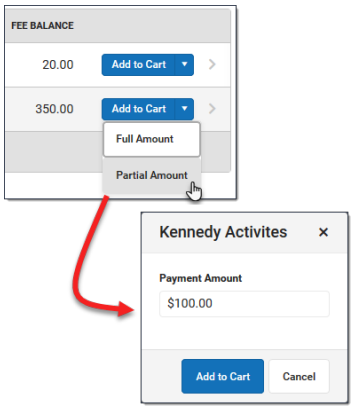
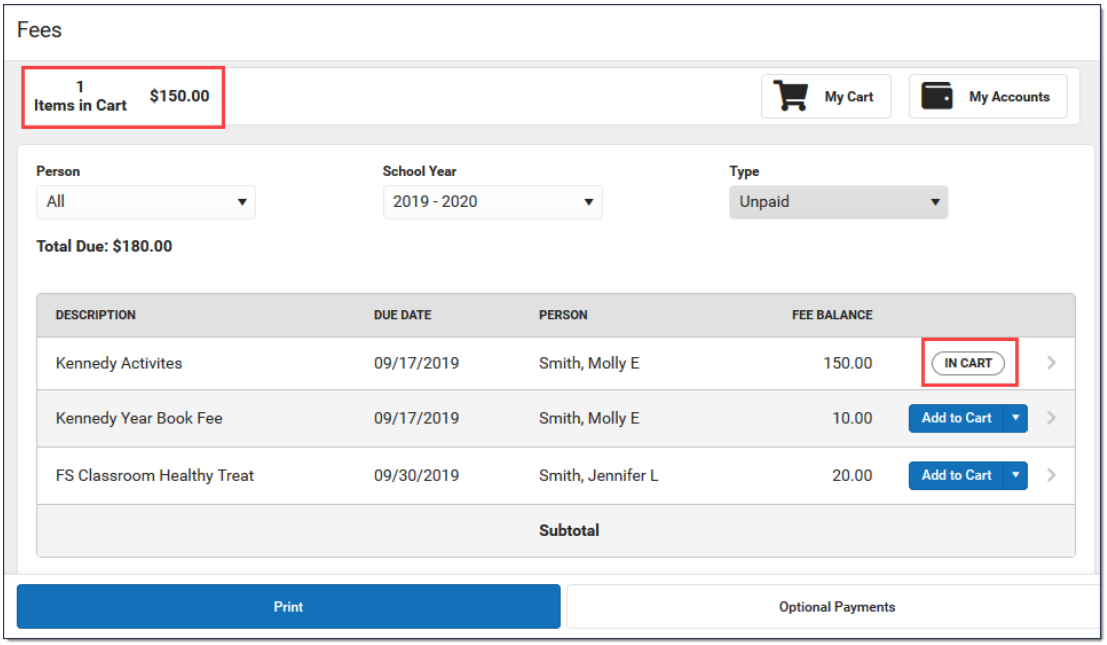
The Payment History tool is a good place to review all payments you have made including payments for Fees.

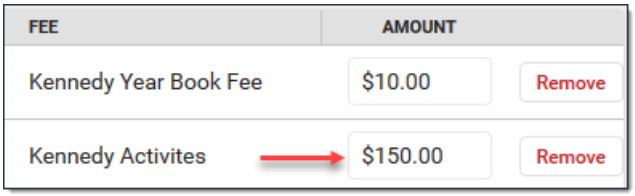
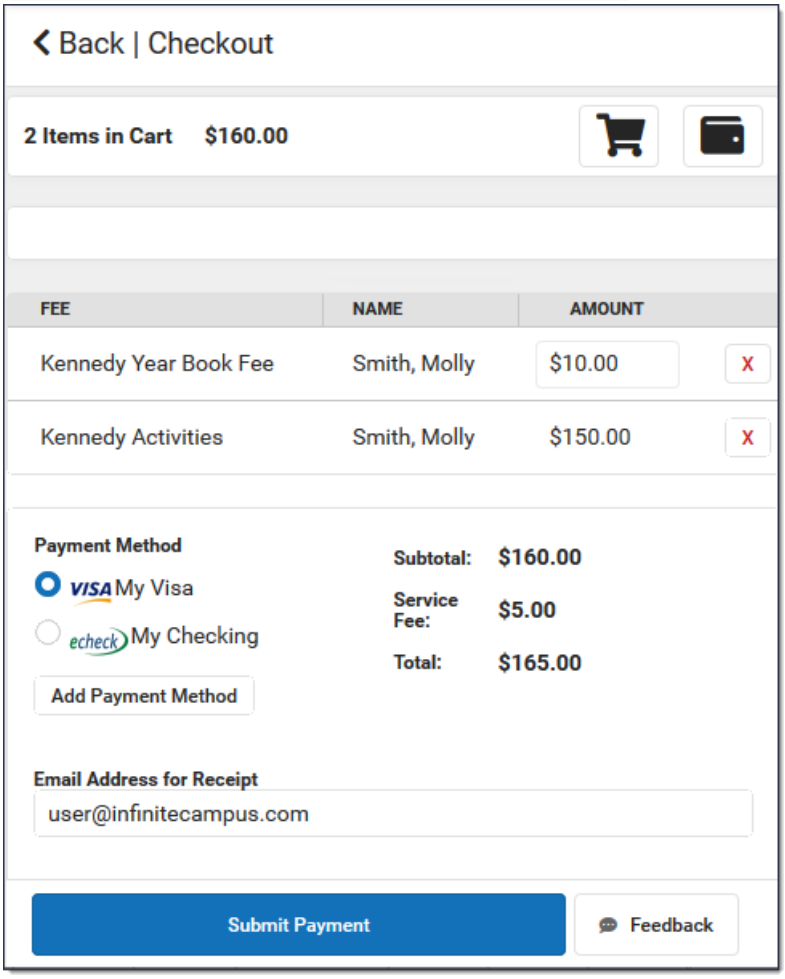
Pay a Fee

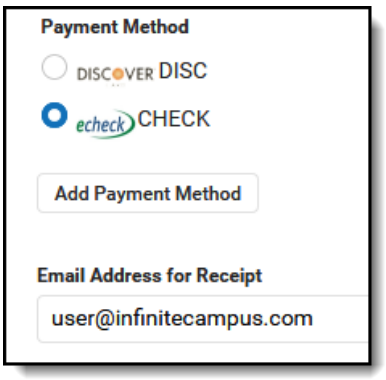
The option to pay fees (Add to Cart) does not display for everyone. This option is only available if your school uses this feature.

Step	Action
1	Select **Fees**. **Result** The Fees screen displays and automatically displays any unpaid fees for the current school year. If you are using Campus Parent and have access to multiple students, be sure to select the correct student/person in the Person dropdown list. Selecting **All** allows you to see Fees assigned to everyone in your household. 

Step	Action
	Fees 

Step	Action
2	Select **Add to cart** next to the Fee you want to pay. **Tips** • If your school allows you to partially pay a fee, click the arrow and select **Partial Amount**. Enter the amount you want to pay then click **Add to Cart**.  • You can add additional Fees before checking out. You can also add Food Service payments and Optional Payments before checking out. **Result** Campus puts the Fee in your cart and updates the total items and cost. 

Step	Action
3	Select My Cart . **Result** The **Checkout** screen displays. All items added to your cart display. You can click the **Remove** button if you do not want to pay for an item at this time. **Tip:** Partial Payments If your district allows you to partially pay a fee, you can change how much you want to pay in the **Amount** field.  

Step	Action
4	Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*). Click the **Add Payment Method** button if the card or account you want to use is not set up. This option allows you to enter a new Payment Method then returns you to this screen. 

Step	Action
5	Select Submit Payment . **Result** A confirmation message displays. Click **OK**. The Receipt screen displays. Click the **Print** button to print a copy of the receipt. 