

Fees (My Cart)

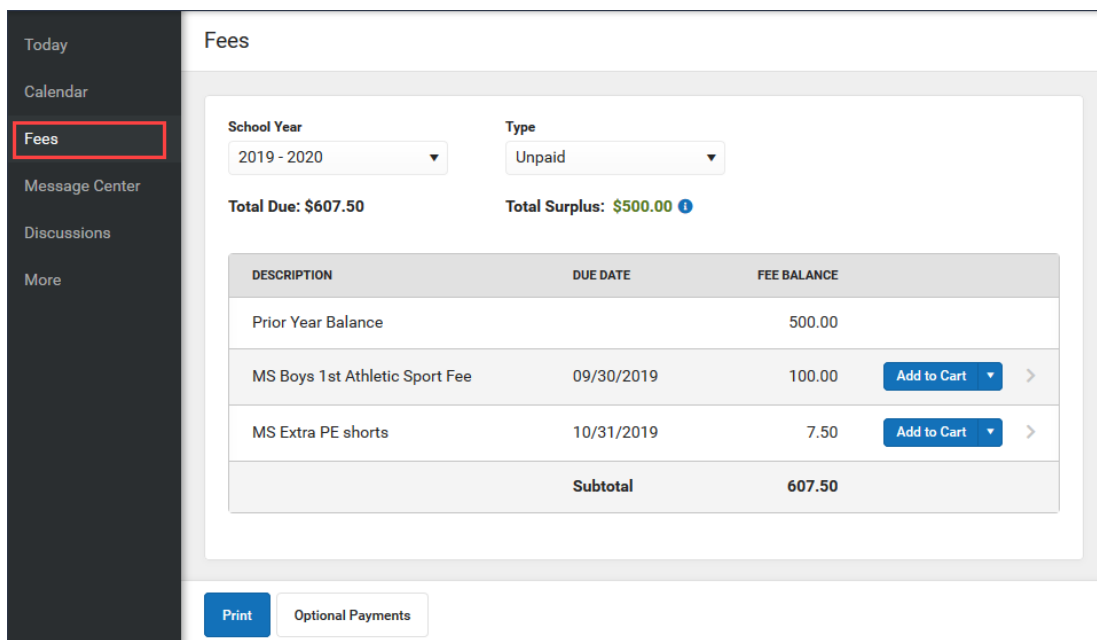
Last Modified on 12/14/2025 8:45 pm CST

[Pay a Fee](#)

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.



DESCRIPTION	DUE DATE	FEE BALANCE
Prior Year Balance		500.00
MS Boys 1st Athletic Sport Fee	09/30/2019	100.00
MS Extra PE shorts	10/31/2019	7.50
Subtotal		607.50

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**.

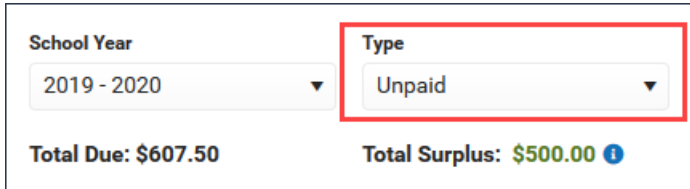
Need more information?

See the following [Pay a Fee](#) section for more detailed information.

How do I find unpaid fees?

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

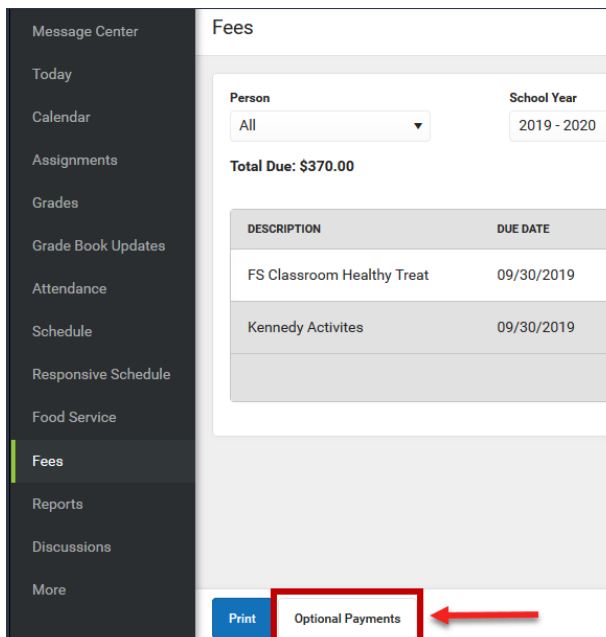
Be sure to select the **School Year** where you have unpaid fees. Campus selects the current year by default; however, if you need to find a fee from a prior year you must select the year in the School Year dropdown list.



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.



DESCRIPTION	DUE DATE
FS Classroom Healthy Treat	09/30/2019
Kennedy Activites	09/30/2019

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.

School Year 2019 - 2020 ▼	Type Paid ▼
Total Due: \$607.50	Total Surplus: \$500.00 ⓘ

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
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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.

Fees

Person All All Smith, Jennifer L Smith, Molly E Kennedy Activities	School Year 2019 - 2020 DUE DATE 09/17/2019 09/17/2019 09/30/2019
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Fees

0 Items in Cart \$0.00 [My Cart](#) [My Accounts](#)

Person: All
School Year: 2019 - 2020
Type: Unpaid

Total Due: \$180.00

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	
Kennedy Activities	09/17/2019	Smith, Molly E	150.00	Add to Cart >
Kennedy Year Book Fee	09/17/2019	Smith, Molly E	10.00	Add to Cart >
FS Classroom Healthy Treat	09/30/2019	Smith, Jennifer L	20.00	Add to Cart >
Subtotal				

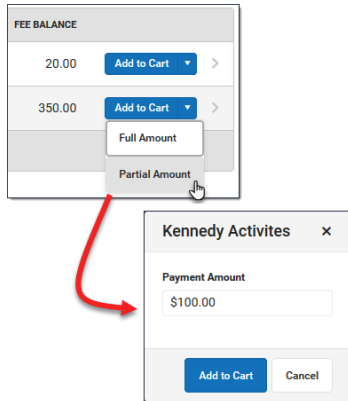
[Print](#) [Optional Payments](#)

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.

1

Items in Cart

\$150.00

My Cart

My Accounts

Person

All

School Year

2019 - 2020

Type

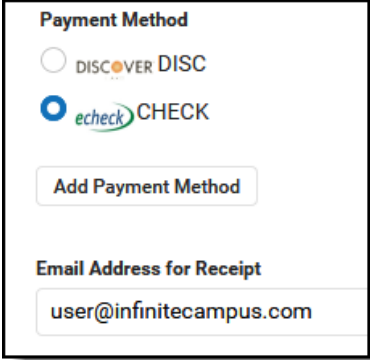
Unpaid




Total Due: \$180.00

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	
Kennedy Activities	09/17/2019	Smith, Molly E	150.00	IN CART >
Kennedy Year Book Fee	09/17/2019	Smith, Molly E	10.00	Add to Cart >
FS Classroom Healthy Treat	09/30/2019	Smith, Jennifer L	20.00	Add to Cart >
Subtotal				

Print

Optional Payments

Step	Action
4	<p>Select the Payment Method you want to use and enter an Email Address for Receipt (<i>optional</i>).</p> <p>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.</p> 

Step	Action									
5	<div><div>Select</div><div>Submit Payment</div></div> <p>Result</p> <p>A confirmation message displays. Click OK. The Receipt screen displays.</p> <p>Click the Print button to print a copy of the receipt.</p> <div><div>Receipt</div><div><div><div>0 Items in Cart</div><div>\$0.00</div></div><div><div> My Cart</div><div> My Accounts</div></div></div><div><div>Thank you for your payment</div><div><div>Date: 09/19/2019 Reference #: 181701948</div><div>Thank you for your payment. Credit/Debit card payments are processed simultaneously however, if using e-check processing, the vendor processes it as fast as they can but some are 24-48 hour window to process.</div></div><table><tr><th>FEE</th><th>NAME</th><th>AMOUNT</th></tr><tr><td>Kennedy Year Book Fee</td><td>Smith, Molly</td><td>\$10.00</td></tr><tr><td>Kennedy Activites</td><td>Smith, Molly</td><td>\$150.00</td></tr></table><div><div>Service Fee: \$5.00</div><div>Total: \$165.00</div><div>Payment Method:  My Credit Card</div><div>Email Address for Receipt: test@testemail.com</div></div><div>Print</div></div></div>	FEE	NAME	AMOUNT	Kennedy Year Book Fee	Smith, Molly	\$10.00	Kennedy Activites	Smith, Molly	\$150.00
FEE	NAME	AMOUNT								
Kennedy Year Book Fee	Smith, Molly	\$10.00								
Kennedy Activites	Smith, Molly	\$150.00								