

# Fees (My Cart)

Last Modified on 10/21/2024 8:21 am CDT

## 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.

## 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.

## 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.

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

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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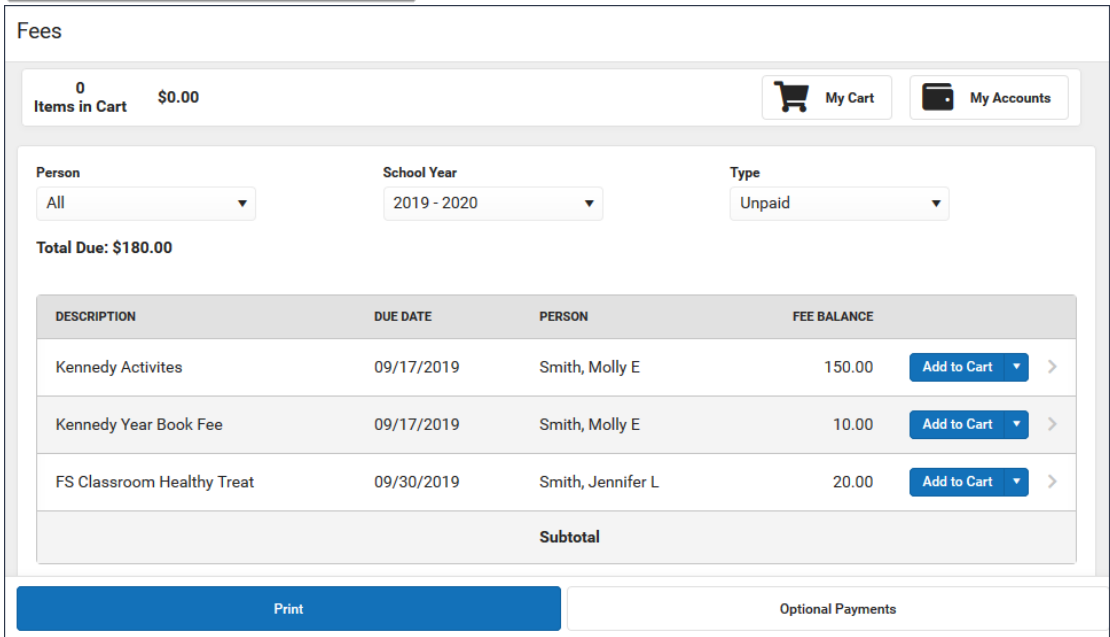
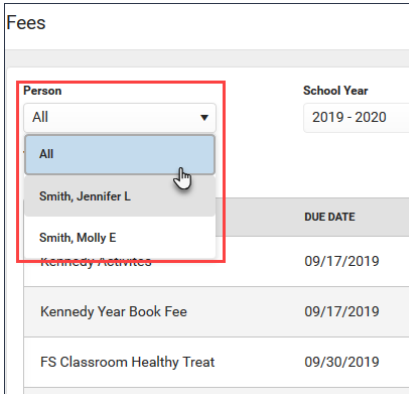
**Step Action**

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.

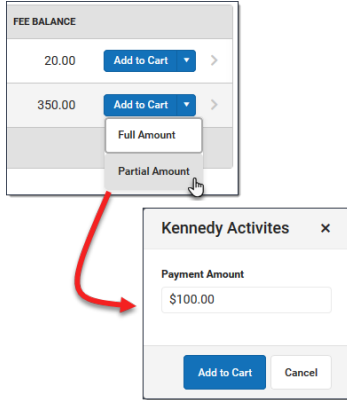


**Step Action**

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.

Fees






1 Items in Cart \$150.00 My Cart My Accounts

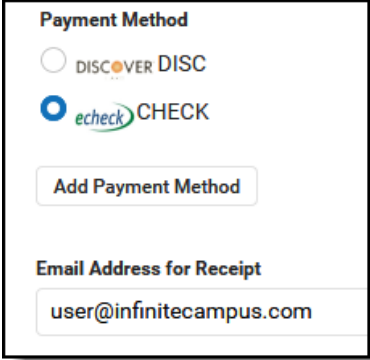
Person: All School Year: 2019 - 2020 Type: Unpaid



Total Due: \$180.00

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	
Kennedy Activites	09/17/2019	Smith, Molly E	150.00	<b>IN CART</b> >
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 >
<b>Subtotal</b>				

Print Optional Payments

Step	Action															
3	<p>Select  My Cart</p> <p><b>Result</b> The <b>Checkout</b> screen displays. All items added to your cart display. You can click the <b>Remove</b> button if you do not want to pay for an item at this time.</p> <p><b>Tip:</b> Partial Payments</p> <p>If your district allows you to partially pay a fee, you can change how much you want to pay in the <b>Amount</b> field.</p> <table border="1" data-bbox="285 595 912 779"> <thead> <tr> <th>FEE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Kennedy Year Book Fee</td> <td>\$10.00 <span>Remove</span></td> </tr> <tr> <td>Kennedy Activites</td> <td>\$150.00 <span>Remove</span></td> </tr> </tbody> </table> <div data-bbox="285 786 1064 1749"> <p><a href="#">← Back   Checkout</a></p> <p>2 Items in Cart \$160.00  </p> <table border="1"> <thead> <tr> <th>FEE</th> <th>NAME</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Kennedy Year Book Fee</td> <td>Smith, Molly</td> <td>\$10.00 <span>X</span></td> </tr> <tr> <td>Kennedy Activities</td> <td>Smith, Molly</td> <td>\$150.00 <span>X</span></td> </tr> </tbody> </table> <p><b>Payment Method</b></p> <p><input checked="" type="radio"/>  My Visa</p> <p><input type="radio"/>  My Checking</p> <p><input type="button" value="Add Payment Method"/></p> <p><b>Subtotal:</b> \$160.00</p> <p><b>Service Fee:</b> \$5.00</p> <p><b>Total:</b> \$165.00</p> <p><b>Email Address for Receipt</b></p> <p><input type="text" value="user@infinitecampus.com"/></p> <p><input type="button" value="Submit Payment"/> <input type="button" value="Feedback"/></p> </div>	FEE	AMOUNT	Kennedy Year Book Fee	\$10.00 <span>Remove</span>	Kennedy Activites	\$150.00 <span>Remove</span>	FEE	NAME	AMOUNT	Kennedy Year Book Fee	Smith, Molly	\$10.00 <span>X</span>	Kennedy Activities	Smith, Molly	\$150.00 <span>X</span>
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4	<p>Select the <b>Payment Method</b> you want to use and enter an <b>Email Address for Receipt</b> (<i>optional</i>).</p> <p>Click the <b>Add Payment Method</b> 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	<p data-bbox="276 286 568 315">Select <a data-bbox="371 286 568 315" href="#">Submit Payment</a>.</p> <p data-bbox="276 331 371 360"><b>Result</b></p> <p data-bbox="276 371 1214 400">A confirmation message displays. Click <b>OK</b>. The Receipt screen displays.</p> <p data-bbox="276 450 943 479">Click the <b>Print</b> button to print a copy of the receipt.</p> <div data-bbox="284 483 1422 1498" style="border: 1px solid black; padding: 10px;"> <p data-bbox="300 506 395 535"><b>Receipt</b></p> <div data-bbox="304 566 1398 636" style="border: 1px solid #ccc; padding: 5px;"> <span data-bbox="320 577 536 622">0 Items in Cart    \$0.00</span> <span data-bbox="999 577 1134 622"> My Cart</span> <span data-bbox="1190 577 1366 622"> My Accounts</span> </div> <p data-bbox="320 685 676 714" style="text-align: center;">Thank you for your payment</p> <div data-bbox="320 757 1366 842" style="border: 1px solid #ccc; padding: 5px;"> <p data-bbox="320 757 756 779"><b>Date: 09/19/2019    Reference #: 181701948</b></p> <p data-bbox="320 786 1366 842">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.</p> </div> <table border="1" data-bbox="304 891 1398 1055" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="320 898 815 920">FEE</th> <th data-bbox="815 898 1257 920">NAME</th> <th data-bbox="1257 898 1398 920">AMOUNT</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 943 815 965">Kennedy Year Book Fee</td> <td data-bbox="815 943 1257 965">Smith, Molly</td> <td data-bbox="1257 943 1398 965" style="text-align: right;">\$10.00</td> </tr> <tr> <td data-bbox="320 1010 815 1032">Kennedy Activites</td> <td data-bbox="815 1010 1257 1032">Smith, Molly</td> <td data-bbox="1257 1010 1398 1032" style="text-align: right;">\$150.00</td> </tr> </tbody> </table> <div data-bbox="320 1111 480 1133" style="border: 1px solid #ccc; padding: 5px;"> <p data-bbox="320 1111 480 1133"><b>Service Fee: \$5.00</b></p> </div> <div data-bbox="320 1167 440 1189" style="border: 1px solid #ccc; padding: 5px;"> <p data-bbox="320 1167 440 1189"><b>Total: \$165.00</b></p> </div> <div data-bbox="320 1223 464 1290" style="border: 1px solid #ccc; padding: 5px;"> <p data-bbox="320 1223 464 1245"><b>Payment Method:</b></p> <p data-bbox="320 1245 368 1267"><b>VISA</b></p> <p data-bbox="320 1267 440 1290">My Credit Card</p> </div> <div data-bbox="320 1346 703 1368" style="border: 1px solid #ccc; padding: 5px;"> <p data-bbox="320 1346 703 1368">Email Address for Receipt: test@testemail.com</p> </div> <div data-bbox="300 1435 1398 1498" style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <p data-bbox="831 1447 871 1469">Print</p> </div> </div>	FEE	NAME	AMOUNT	Kennedy Year Book Fee	Smith, Molly	\$10.00	Kennedy Activites	Smith, Molly	\$150.00
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