

# Course Fees

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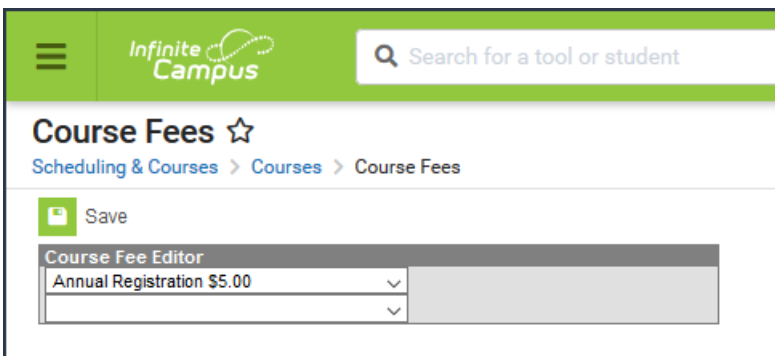
Tool Search: Course Fees

The Course Fees tool lists all fees associated with that course. The list of available fees is created in [Fees](#).

This tab is only used to list the fees that **can** be assigned to a course. Use the [Course Fees Wizard](#) to mass-assign fees to all students enrolled in a course.

When the [Auto Post Course Fees System Preference](#) is set to **Yes**, fees assigned to a course are automatically assigned to a student when the student is added through the [Walk-In Scheduler](#) or when using Batch Edit Student Rosters, Batch Edit Course Rosters, and Roster Builder in the [Requests & Rosters](#) tool.

Course Fees **are not included** in the Calendar Roll Forward process.



**Read** - View fees assigned to the course.

**Write** - Edit existing fees assigned to the course.

**Add** - Add new course fees.

**Delete** - Remove course fees.

See the [Tool Rights](#) section below for more details on what actions can be performed with each right.

## Add a Fee to a Course


1. Select the fee to assign to the course from the dropdown list in the **Course Fee Editor**.
2. Select the **Save** button.
3. Assign additional fees as needed following these steps.

Fees marked as Variable Rate on the [Fee Detail](#) editor cannot be assigned to a course.

A fee that is already assigned to a course will not display in the dropdown list. Only fees that have not been assigned to a course are listed.

**Course Fees** ☆

Scheduling & Courses > Courses > Course Fees

 Save

**Course Fee Editor**

Annual Registration \$5.00	▼	
	▼	
	▲	
10th Grade PSAT Prep \$50.00		
Art \$10.00		
Chemistry Lab \$5.00		
District Fee \$10.00		
Drama Club \$10.00		
Fall Sports \$50.00		
Field Trip Transportation Fee \$10.00		
Foreign Language Trip Payment \$2200.00		
Graduation Fee \$25.00		
Headset \$5.00		
Jump Drive \$5.00		
Meal \$5.00		
Parking Permit \$10.00		
Prom Tickets \$25.00		
School Registration \$10.00		
Science Lab \$10.00		
Spring Sports \$50.00		
Staff ID Replacement \$10.00		
Technology \$5.00	▼	

## Remove a Fee from a Course

1. Select the blank setting from the dropdown list in the Course Fee editor.
2. Select the **Save** button.