Course Fees

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

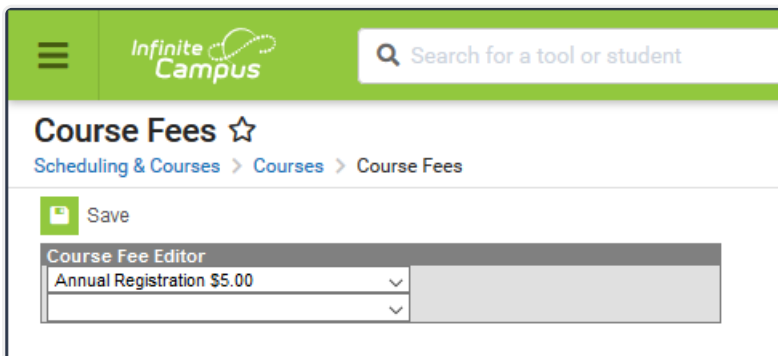[Add a Fee to a Course](#) | [Remove a Fee from a Course](#)

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.
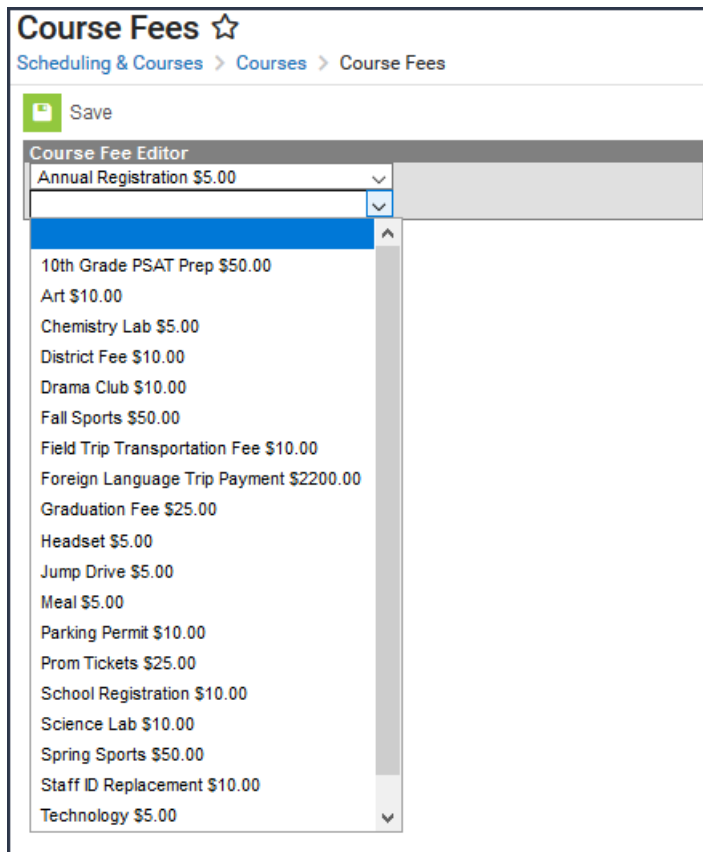

Course Fees

See the [Course Fees Tool Rights](#) article for information about rights needed to use this tool.

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.

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.