Household Fees

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Tool Search: Fees

The Household Fees tool displays fees transactions for all members of a household, including fee assignments, payments and adjustments.

If the household has reached the maximum fee amount established by the school and/or district, that will be noted in the Fees Editor.

> If a school or district has a household maximum set, individuals' fees should be managed here, on the Household Fees tool.
>
> Deposits cannot be made in the Household Fees tool. Deposits can be made in Student Fees or Person Fees; however, surplus values do appear in the Household Fees Editor.

> See the Fees page for additional information on tasks that can be performed on all Fees tools.

Household Fees Logic

Fees are not directly tied to a calendar: if fees remain unpaid from a previous year, they will appear in the **Unpaid Fees** amount. However, the calendar selected in the Campus Toolbar controls the calendar in which the fee is assigned.

Inactive students with previous enrollments can pay old, unpaid fees and students with future enrollments can pay unpaid fees on future calendars using Online Payments.

Fees are assigned to a person and are not dependent on an enrollment. Therefore, the fees listed for a person can include fees assigned by other schools.

Calendar rights are enforced when assigning fees to individuals. Users will only be able to select fees that are created for a school to which they have rights. Fees created for use by all schools in the district will also display.

Primary vs. Secondary Households

When managing fees for students who belong to multiple households, or for blended households which include students with primary and secondary memberships in the household, the following items should be considered:
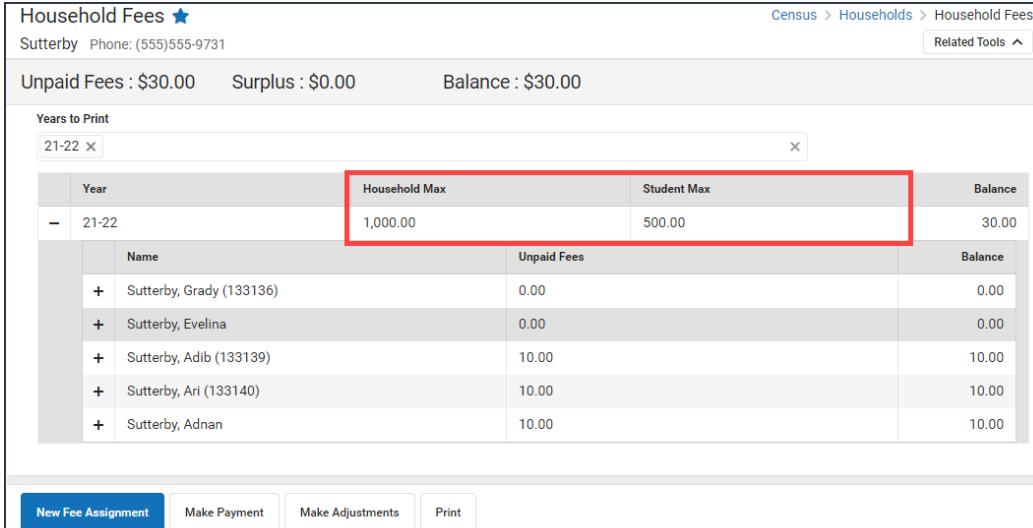
- Only members indicated as primary can be assigned fees in the Household Fees editor.
- Only fees assigned to members indicated as primary will calculate towards the Household Fee Maximum.
- If a student has primary household memberships in two households, the Household Fee Max does **NOT** apply for any person in the household. However, the Student Fee Max (if set) does apply to all students in the household.

Fees Editor

The Fees Editor itemizes all fees assigned to each member of a household, including totals of how much was charged, how much was paid and the remaining debt or surplus. The following table describes all of the columns found in the Fee Editor.

The following table describes all of the columns found in the Household Fees Editor.

Field	Description
Unpaid Fees	The total amount that needs to be paid.
Surplus	If more has been paid than has been charged, a positive value appears and indicates the surplus amount available to be applied to later fees. Even after Surplus money is applied to other fees or refunded, you can see deposit and withdrawal details in the Surplus table. The Auto-pay Fees with Surplus Balance District Preference automatically pays any fee from the Surplus.
Balance	The Balance is the net of all debits minus all credits. A negative account balance indicates the account holder has funds available to pay unpaid fees, while a positive balance indicates the account holder owes money.

Field	Description
Years to Print	The years for which you want to [print a Fee Billing Statement for the household]().
Year	The year in which the fees were assigned.
Household Max Student Max	The [Fee Maximums]() tool sets a cap on the amount of fees a family pays for a school year. This cap can be set for just student fees (applies to fees listed on the [Student Fees]() tool), for just household fees (applies to fees listed on the [Household Fees]() tool) or both.The fee maximums defined in the Fee Maximums tool display. • Only fees assigned to members indicated as primary will calculate towards the Household [Fee Maximum](). • If a student has primary household memberships in two households, the Household Fee Max does **NOT** apply for any person in the household. However, the Student Fee Max (if set) does apply to all students in the household.
Name	The member of the household to whom the fee was assigned.
Fee	The name of the name.
Due Date	The date the fee payment is due. If a due date has passed and the fee has not yet been paid, the due date will appear in red.
Balance	Indicates the amount remaining to be paid.
Description	For gray rows, this column includes a description of the fee, such as "Athletic Shorts" or "Summer School Tuition." For white rows, this column indicates what kind of transaction was performed, either a Payment or an Adjustment. Information about individual fees can be expanded and collapsed by clicking the + or - sign next to the Fee Description.
Type	For gray rows, this column includes the category of the fee, such as "Gym Uniforms" or "Registration." For white rows, this column indicates where the Payment was made, such as "In Office" or "Online."

Field	Description
Date	Applies to Payments and Adjustments, indicating when the transaction took place.
Exempt	Indicates if a fee is considered exempt and therefore does not need to be paid. If a Student or Household Fee Maximum has been reached, the word **Exempt** displays in parenthesis next to the fee.
Debit	The original amount of the fee.
Credit	Applies to Payments and Adjustments, indicating the amount that was deducted, through either payment or removal because of an adjustment.

Assign a Fee to Family Members

You can use the Household Fees tool to assign Fees to an individual household member or to multiple household members at the same time.

Assign a Fee

1. Click the **New Fee Assignment** button.
   Result: The New Fee Assignment panel displays.
2. Select a **Fee** from the dropdown list.
   Tip: This list is populated with values set in the [Fees](#) section.
   If the fee amount is predetermined, this value will appear after the fee description. Otherwise the Amount displays as 0.00. If the fee amount is variable, an asterisk (*) will appear after the amount.
3. If applicable, enter the **Amount** of the fee.
   Tip: If the description of the fee ends in an asterisk (*), the fee amount can be edited.
4. Enter a **Due Date** for the fee in *mmddyyyy* format.
   Tip: Click the date field to open a calendar where you can pick the date.
5. Mark the **Exempt** checkbox if the person is exempt from paying this fee.
6. Select the checkbox next to the member(s) of the household to whom the fee should be **Assigned**.
7. Select the **Calendar** of enrollment for each individual from the dropdown list.
   Tip: The current calendar of enrollment is automatically selected.
8. Enter any **Comments** related to the fee assignment in the **Comments** field.
9. Click the **Save** button when finished.
   Result: The new fee displays in the **Fee Editor** with the total adjusted appropriately.

Edit a Fee Assignment

Once a fee has been assigned, clicking on the fee displays the Assignment panel. Only the**Due Date, Exempt Status** and **Comments** can be modified in this window.

Click **Save** when finished. To change the amount of a fee,
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Adjust Fees for Household Members

Fee adjustments are used to modify the amount due for a fee. Fee adjustments may only be made for up to the amount of the fee assignment.

Make an Adjustment

Make an Adjustment

1. Select the Fee Assignment to which you want to make an adjustment.
   Result: The Assignment panel displays.
2. Click the **Make Adjustment** button.
   Result: The Adjustments panel displays.
3. Enter an **Adjustment Date** in *mmddyyyy* format.

> Clicking the date field opens a calendar from which you can pick a date.

4. Select the **Type** of adjustment. (*Optional*)
5. Enter any **Comments** associated with the adjustment.
6. Enter the amount to be removed from the fee(s) in the **Amount** or % field.

> The subtracted amount cannot exceed the amount of the fee assignment. Enter a dollar amount in the **Amount** field OR a **Percentage** amount (do not enter the '%' sign, just a number up to three decimal points like 10 or 10.567).

7. Click **Make Adjustment** when finished.
   Result: The entered adjustment displays below the fee to which it was applied with the date of the adjustment, the amount deducted in the **Credit** column and **Balances** and **Totals** updated accordingly.

Edit an Adjustment

After an adjustment is made, clicking on the adjustment displays the Adjustment panel which includes the adjusted **Amount**, the **Adjustment Date**, the **Type** of adjustment, as well as any **Comments** attached to the adjustment.

Only adjustment **Type** and **Comments** can be added or modified. Click **Save** when finished.

Edit an Adjustment

Record Household Fee Payments

Fees can be paid one at a time or you can pay multiple fees with a single payment. You cannot use the Household Fees tool to pay more than the required balance.

Make a Payment

1. Click the **Make Payment** button at the bottom of the screen.
   Result: The **Payment** panel displays all fees from all years for all household members for which a payment is needed.

2. Enter a **Payment Date** in *mmddyyyy* format.
3. Enter the amount of the payment using one of the following options.

Option	Description
Pay All	Click **Pay All** to populate this field with the total amount remaining to be paid.
Payment Total	The **Payment Total** field at the top of the panel allows you to enter the amount to be paid. If the total amount exceeds the Fee Assignment amount, the remaining amount is deposited as a surplus.

Option	Description
PaymentAmount	The **Payment Amount** column allows you to manually enter a unique value for each line. Campus automatically updates the Payment Total to match the values you enter.
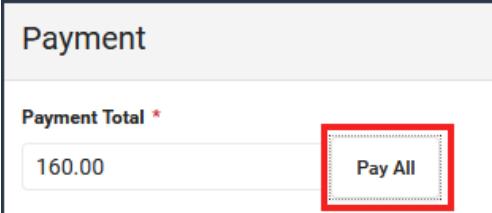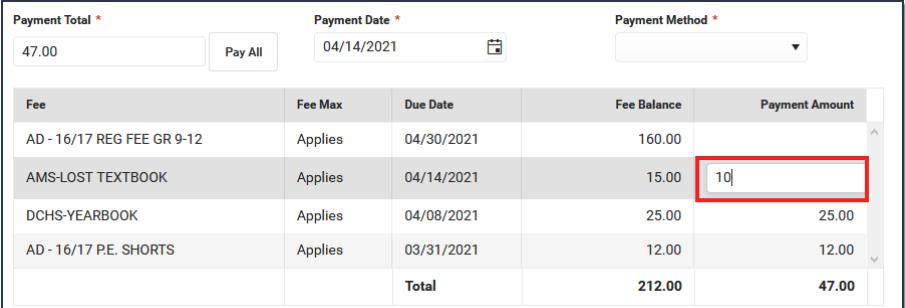
Payment Total *		Payment Date *		Payment Method *	
47.00	Pay All	04/14/2021	📅	▼	

Fee	Fee Max	Due Date	Fee Balance	Payment Amount
AD - 16/17 REG FEE GR 9-12	Applies	04/30/2021	160.00	
AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	10
DCHS-YEARBOOK	Applies	04/08/2021	25.00	25.00
AD - 16/17 P.E. SHORTS	Applies	03/31/2021	12.00	12.00
		Total	212.00	47.00

4. Enter any **Comments** associated with the payment.

5. Select one of the following **Payment Methods** and complete the payment.

Payment Method	Description
Cash	Click the **Make Payment** button.
Check	The **Check #** field displays when you select this option. Enter the **Check #** then click the **Make Payment** button.
Surplus (Balance: $XX.XX)	This option only displays if a surplus is available on the account. If the **Amount** you previously entered is higher than the available Surplus, Campus clears the **Amount** field and you must enter the **Amount** again. The Surplus Balance is reduced by the amount used to pay the fee. Surpluses can only be applied to fees for the selected student. When a surplus is available, the payment of a fee comes from the surplus amount for that student only.
Record Credit/Debit Card	If your district does NOT use Online Payments or a Desktop Card Reader, enter the **Reference #** then click the **Make Payment** button.

Process Credit/Debit Card (Card Swipe)	Complete these steps if you are using a Desktop Card Reader.
	▶ Click here to expand...
	  1. Click the **Make Payment** button.
	    Result
	    The Card Present Processing window displays.

Payment Method	Description	

Card Present Processing

Subtotal | **Service Fee** | **Total**
$475.00 | $5.00 | $480.00

Processing Mode

Card Swipe ▼

Card Swipe *

Ready for card swipe

First Name * | **Last Name** *

Email

user@example.com

[Submit Payment] [Cancel]

2. Swipe the card through the card reader.
   Result
   A progress bar appears in the Card Swipe field. When the process completes, the message changes to **Success**.

   > If you already entered the **First Name** and **Last Name**, click *Enable Card Swipe* in the **Card Swipe** field then swipe the card through the card reader.

3. Enter the **First Name** and **Last Name**.
4. Enter an **Email** address. *(Optional)*

   > If Email Settings are set up, Campus will send the receipt to the Email address entered here. This email is not included in the Sent Message Log.

5. Click the **Submit Payment** button.
   Result
   If the transaction is successful, the receipt displays and you can print the receipt from your browser. A receipt is emailed if an email address was entered in the Email field.

Thank you for your payment

Date: 11/12/2019 9:29 AM   Reference #: 181748472

| NAME	FEE	AMOUNT
Abram, Christian	Germany Summer Exchange Trip	$475.00

Service Fee: $5.00
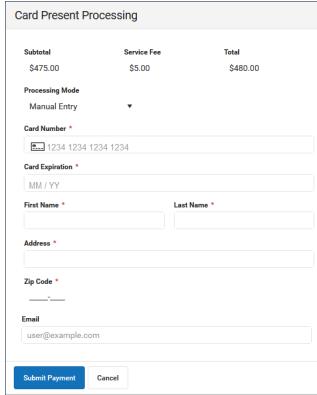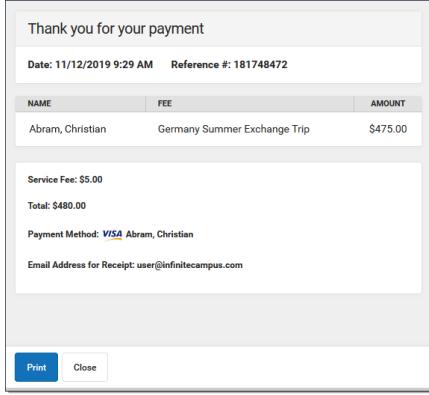
Total: $480.00

Payment Method: *VISA* Abram, Christian

Email Address for Receipt: user@infinitecampus.com

[Print] [Close]

Payment Method	Description
	6. Click the **Close** button. **Result** The payment displays below the fee(s) with the type and date of the payment, the amount paid in the **Credit** column and **Balances** and **Totals** updated accordingly.

Payment Method	Description
Process Credit/Debit Card (Manual Entry)	Complete these steps if you do not have a Desktop Card Reader.

▸ Click here to expand...

1. Click the **Make Payment** button.
   Result
   The Card Present Processing window displays.

2. Select *Manual Entry* in the **Processing Mode** dropdown list.
3. Fill out the following fields.
   - Card Number
   - Card Expiration
   - Name on Card
   - Address
   - Zip Code
   - Email
4. Click the **Submit Payment** button.
   Result
   If the transaction is successful, the receipt displays and you can print the receipt from your browser. A receipt is emailed if an email address was entered in the Email field. This email is not included in the Sent Message Log.

5. Click the **Close** button.
   Result
   The payment displays below the fee(s) with the type and date of the payment, the amount paid in the **Credit** column and **Balances** and **Totals** updated accordingly.

Void Fees for Household Members

Fee Assignments, Payments and Adjustments cannot be deleted. Instead, they are voided, which reverses the transaction.

What can I do?	What do I need to know?
• Void an Assignment • Void a Payment • Void an Adjustment	• Important Information about Voiding Fees

Important Information about Voiding Fees

- Deposits cannot be voided, only refunded in the Census People Fees tool.
- Voided fees are not visible on the Portal.
- Voiding an **Assignment** also voids all Payments and Adjustments attached to the assignment.
- After you void a **Payment**, the Fees tool displays any deposits made as a result of the payment.
- When voiding a Payment, indicate **What to Void**.
  - **Void payment to this fee and create deposit** will void the selected payment only and create a surplus with the amount paid.
  - **Void payments to all fee assignments paid with this fee payment** will void the selected payment and any other payments made in the same transaction. All payments made in the transaction payment are listed in the payment transaction table.

Void an Assignment

When voiding a fee assignment that was paid using an online payment, this message appears:
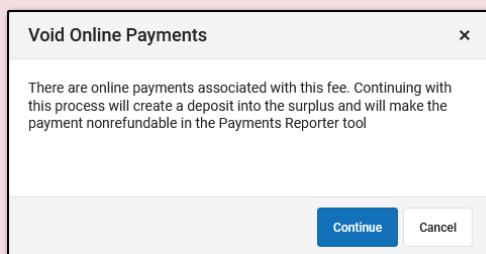
- Clicking **Continue** voids the payment and deposits the amount into the surplus, and the payment can **NOT** be refunded in the Payments Reporter tool.
- Clicking **Cancel** does **NOT** void the online payment through the Fees tool. Instead, you can use the Payments Reporter to refund the payment.

1. Select the fee assignment you want to void.
   Result: The Assignment panel displays.
2. Click the **Void** button.
   Result: The Void Assignment screen displays.
3. Enter the **Void Date** and select a **Void Reason**. Comments are optional.

4. Click **Void**.

Void Fee Assignment Workflow

	Fee	Due Date			Balance
−	Media Lost or Damaged Book (Void)	07/18/2022			0.00

	Description	Type	Date	Debit	Credit
	Assignment	Media	07/18/2022	20.00	0.00
	Void Assignment	Item Returned	07/19/2022	0.00	20.00

Void Fee Assignment Example

Void a Payment

When voiding a fee payment that was paid using an online payment, this message appears:
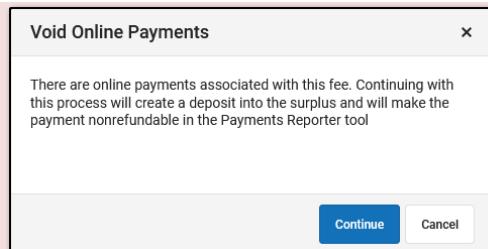
- Clicking **Continue** voids the payment and deposits the amount into the surplus, and the payment can **NOT** be refunded in the Payments Reporter tool.
- Clicking **Cancel** does **NOT** void the online payment through the Fees tool. Instead, you can use the Payments Reporter to refund the payment.

1. Select the fee payment you want to void.
   Result: The Payment panel displays.
2. Click the **Void** button.
   Result: The Void Payment screen displays.
3. Enter the **Void Date** and select a **Void Reason**. Comments are optional.
4. Select **What to Void**.
   - **Void payment to this fee and create deposit** will void the selected payment only and create a surplus with the amount paid.
   - **Void payments to all fee assignments paid with this fee payment** will void the selected payment and any other payments made in the same transaction. All payments made in the transaction payment are listed in the payment transaction table.
5. Click **Void**.

Void Fee Payment Workflow

Name	Unpaid Fees	Surplus	Balance
+ Bergeson, Zenith (313158)	0.00	100.00	- 100.00
− Bergeson, Timothy (313162)	30.00	30.00	0.00

	Fee	Due Date	Balance
−	Media Lost or Damaged Book	07/14/2022	30.00

Description	Type	Date	Debit	Credit
Assignment	Media	07/19/2022	30.00	0.00
Payment	In Office	07/19/2022	0.00	30.00
Void Payment	Cancellation Related	07/19/2022	30.00	0.00

	Surplus	Date	Balance
−	Deposit	07/19/2022	- 30.00

Payment Method	Calendar	Comments	Debit	Credit
Auto Deposit	Sweeney Elementary 21-22	Auto deposit due to voiding a fee credit to fee 49484 for payment 158035	0.00	30.00

Void Fee Payment Example

Void an Adjustment

1. Select the fee adjustment you want to void.
   Result: The Adjustment panel displays.
2. Click the **Void** button.
   Result: The Void Assignment screen displays.
3. Enter the **Void Date** and select a **Void Reason**. Comments are optional.
4. Click **Void**.

Void Fee Adjustment Workflow

Void Fee Adjustment Example

Print a Fee Billing Statement for a Household

To print a report detailing what fees remain unpaid, select the **Years to Print** then click the **Print** button.

The Fee Billing Statement generates in a PDF format that can be printed, folded, and mailed to the household's primary address. Beside the address appears a summary of information about the individual and a list of totals, including the number and value of all fees incurred, the district-determined fee maximum if applicable and the total amount paid. The Balance Due follows this list, in larger font and underlined.

The Fee detail section lists the fees assessed to the person, the due date, the fee amount and any adjustments or payments that have been made. The total balance due appears at the end of the list.

Fee Billing Statement

03/02/2022
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21-22 Harrison High
5856 Peachtree Parkway, Metro City, MN 55436
Phone: (763)555-5555 Fax:

To:The Swallow Household

8801 Smith St N
Blaine, MN 55449

Number of Fees: 10

Fee Amount:	$360.00
Adjustments:	$0.00
Paid:	-$110.00
Unpaid Fees:	**$250.00**
Surplus:	**$5.00**
Balance:	**$245.00**

Fees

Fee (Type)	Due Date	Member	Payment/Adjustment Type	Date	Amount	Method	Balance Due
Annual Registration (Enrollment) $5.00	03/02/2022	Swallow, Sadaf	Payment	03/02/2022	$5.00	Credit Card Auth #: 123456	$0.00
Chromebook Screen Repair (Technology)* $80.00	03/02/2022	Swallow, Sadaf	Payment	03/02/2022	$80.00	Credit Card Auth #: 123456	$0.00
10th Grade PSAT Prep (Activity) $50.00	03/02/2022	Swallow, Sadaf					$50.00
Art (Course) $10.00	03/31/2022	Swallow, Sadaf	Payment	03/02/2022	$10.00	Cash	$0.00
Surplus	2022	Swallow, Sadaf					-$5.00
10th Grade PSAT Prep (Activity) $50.00	03/02/2022	Swallow, Chi-mun					$50.00
Annual Registration (Enrollment) $5.00	03/02/2022	Swallow, Rupel	Payment	03/02/2022	$5.00	Credit Card Auth #: 123456	$0.00
10th Grade PSAT Prep (Activity) $50.00	03/02/2022	Swallow, Rupel					$50.00
Art (Course) $10.00	03/31/2022	Swallow, Rupel	Payment	03/02/2022	$10.00	Credit Card Auth #: 123456	$0.00
10th Grade PSAT Prep (Activity) $50.00	03/02/2022	Swallow, Preetesh					$50.00
10th Grade PSAT Prep (Activity) $50.00	03/02/2022	Swallow, Fern					$50.00

stands for variable rate fee.

Total Balance Due for Fees: $245.00

Fee Billing Statement Example