

# Assign Fees

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For a fee to appear in the Fees Editor, it must first be assigned to the person, either individually or *en masse* using the [Fee Wizard](#) in the Fees section. Fees available for assignment depend on the options set by the school or district and are created in the Fees tool. Only fees that are marked as active can be assigned to students.

Once a fee is assigned to a person, it cannot be deleted, only voided.

*New Fee Assignment*

## 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.

If the fee amount is predetermined, this value appears after the fee description. Otherwise the value will show as 0.00.

If the fee amount is variable, an asterisk (\*) appears after the amount.

3. If applicable, enter the **Amount** of the fee.

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 *mmdyyy* format. Clicking the date field opens a calendar of the current month which defaults to the current date.
5. If the person is exempt from paying this fee, mark the **Exempt** checkbox.
6. Select the **Calendar** to which the fee should be assigned.

The enrollment record from the school/calendar selected in the toolbar is selected by default.

7. Enter any comments related to the fee assignment in the **Comments** field.
8. Click the **Save** button.

#### **Result**

The new fee displays in the **Fee Editor** with the Unpaid Fees total adjusted appropriately.

## Edit a Fee Assignment

Once a fee is assigned, click the Assignment line to display the Assignment panel. The Assignment panel displays the **Fee**, the **Amount** and the **Due Date**, the **Exempt** checkbox, any **Comments** attached to the fee, the calendar in which the fee was created and the name of the user(s) who created and modified the fee. To edit a Fee Assignment,

Only the **Due Date**, **Exempt**, and **Comments** fields can be modified in this panel. To change the amount of a fee, [make an adjustment](#).

Unpaid Fees : \$52.00

Surplus : \$0.00

Balance : \$0.00

Years to Print

21-22 x

Year	Household Max	Student Max	Debit
- 2020	800.00	450.00	78.00

Fee	Due Date	Debit
+ AD - 16/17 P.E. SHIRTS	03/31/2021	6.00
+ AD - 16/17 P.E. SHORTS	03/31/2021	12.00
+ DCHS-YEARBOOK	04/08/2021	45.00
- AMS-LOST TEXTBOOK	04/14/2021	15.00

Description	Type	Date	Debit
Assignment	FINES AND MISC. CHARGES	04/14/2021	15.00

Assignment

Fee  
AMS-LOST TEXTBOOK

Amount  
15.00

Due Date  
04/14/2021

Exempt

Comments  
Maximum 255 characters

Calendar  
19-20 High School

Created By  
Johnson, Anne

Created Date  
4/14/2021 10:27:00 AM

New Fee Assignment

Make Payment

Make Deposit

Make Refund

Make Adjustments

Print

Save

Void

Close