

Fee Preferences

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

Tool Search: Fee Preferences

Use the Fee Preferences tool to display or hide Fees in Campus Parent and Campus Student. Districts can also define whether fees display for future, active, or past years as well as whether comments display.

What Can I do?	What do I need to know?
<ul style="list-style-type: none"> Display or Hide Fees on the Portal 	<ul style="list-style-type: none"> Important Information About this Tool Field Descriptions

Fee Preferences

[Fees](#) > [Setup](#) > [Fee Preferences](#)

Fee Preferences

Display Fees on Portal

☒

Years to Display

☒ Future Years

☒ Active Year

☒ Past Years

Display Fee Comments on Portal

☒

Displayed Text in Fees Tool

Fees must be enabled for HTML text to display in portal.

Format ▼

B

I

U

Save

Important Information About this Tool

- The Fees tool always displays in the portal. If Fees are hidden, the following message displays:

Fees

No Fees Available On Portal

- You can enter text to display above the list of Fees on the portal. The text that displays is unique for each school and only displays when a student is selected in the *Person* dropdown list.

Person
 Smith, Joe ▼

School Year
 2020 - 2021 ▼

Type
 Unpaid ▼

Total Due: \$10.00

Your student has the following fees due to the school office.
 The volume of fees processed in Aug/Sept may cause a delay in applying your payment. Please check this site occasionally for updates. If you have questions, please call 555-555-1234.

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE
Roosevelt Year Book Fee	06/17/2021	Smith, Joe	10.00
			Add to Cart ▼
Subtotal			10.00

Display or Hide Fees on the Portal

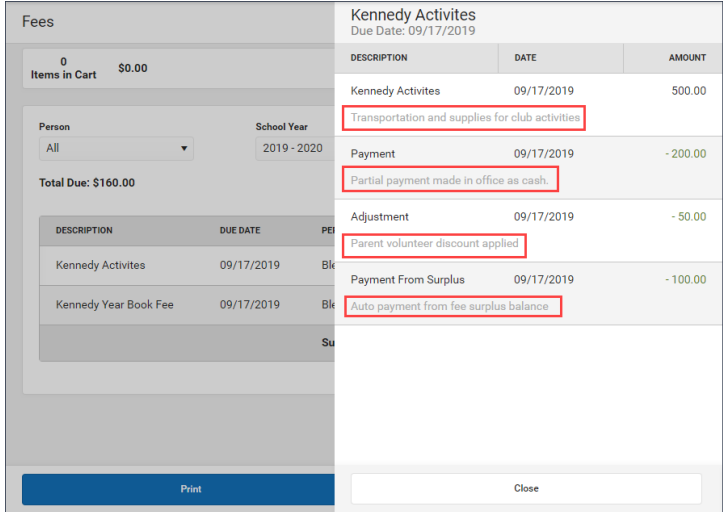
- Select the **School** in the Campus toolbar.
- Complete one of the following options.

Option	Description
Display Fees	Mark the Display Fees on Portal checkbox. <div> Display Fees on Portal <input checked="" type="checkbox"/> </div>
Hide Fees	Clear the Display Fees on Portal checkbox. <div> Display Fees on Portal <input type="checkbox"/> </div>

- Click **Save**.

Use the [Field Descriptions](#) provided in this article if you have questions about the other fields on this screen.

Field Descriptions

Field	Description
Display Fees on Portal	This checkbox controls whether Fees display in Campus Parent and Campus Student. Mark the checkbox to display Fees or clear the checkbox to hide Fees.
Years to Display	
Future Years	When this checkbox is marked, fees assigned by the school for <i>any</i> year after the active School Year display in the portal.
Active Year	When this checkbox is marked, fees assigned by the school for <i>any</i> School Year marked as active display in the portal.
Past Years	When this checkbox is marked, fees assigned by the school prior to the School Year currently marked active display in the portal.
Display Comments on Portal	<p>When this checkbox is marked, comments that are made when a Fee is assigned, paid, adjusted, or made void are visible in Campus Parent and Campus Student when the user is looking at the Fee details in the Fees tool.</p>  <p>The screenshot shows the 'Fees' tool interface. On the left, there's a summary section with '0 Items in Cart' and '\$0.00'. Below that, a 'Person' dropdown is set to 'All' and 'School Year' is '2019 - 2020'. The 'Total Due' is '\$160.00'. The main table has columns for 'DESCRIPTION', 'DUE DATE', and 'PE'. The table lists several fees: 'Kennedy Activities' (500.00), 'Transportation and supplies for club activities' (highlighted with a red box), 'Payment' (-200.00), 'Partial payment made in office as cash' (highlighted with a red box), 'Adjustment' (-50.00), 'Parent volunteer discount applied' (highlighted with a red box), 'Payment From Surplus' (-100.00), and 'Auto payment from fee surplus balance' (highlighted with a red box). At the bottom, there are 'Print' and 'Close' buttons.</p>

Field	Description															
Displayed Text in Fees Tool	<p>Text entered in this field displays above the list of Fees on the portal. The text that is displayed is unique for each school and only displays when a student is selected in the <i>Person</i> dropdown list.</p> <div><div><div>Person</div><div>Smith, Joe</div></div><div><div>School Year</div><div>2020 - 2021</div></div><div><div>Type</div><div>Unpaid</div></div></div> <p>Total Due: \$10.00</p> <div><p>Your student has the following fees due to the school office.</p><p>The volume of fees processed in Aug/Sept may cause a delay in applying your payment. Please check this site occasionally for updates. If you have questions, please call 555-555-1234.</p><table><tr><th>DESCRIPTION</th><th>DUE DATE</th><th>PERSON</th><th>FEE BALANCE</th><th></th></tr><tr><td>Roosevelt Year Book Fee</td><td>06/17/2021</td><td>Smith, Joe</td><td>10.00</td><td><div>Add to Cart</div></td></tr><tr><td colspan="3">Subtotal</td><td>10.00</td><td></td></tr></table></div>	DESCRIPTION	DUE DATE	PERSON	FEE BALANCE		Roosevelt Year Book Fee	06/17/2021	Smith, Joe	10.00	<div>Add to Cart</div>	Subtotal			10.00	
DESCRIPTION	DUE DATE	PERSON	FEE BALANCE													
Roosevelt Year Book Fee	06/17/2021	Smith, Joe	10.00	<div>Add to Cart</div>												
Subtotal			10.00													