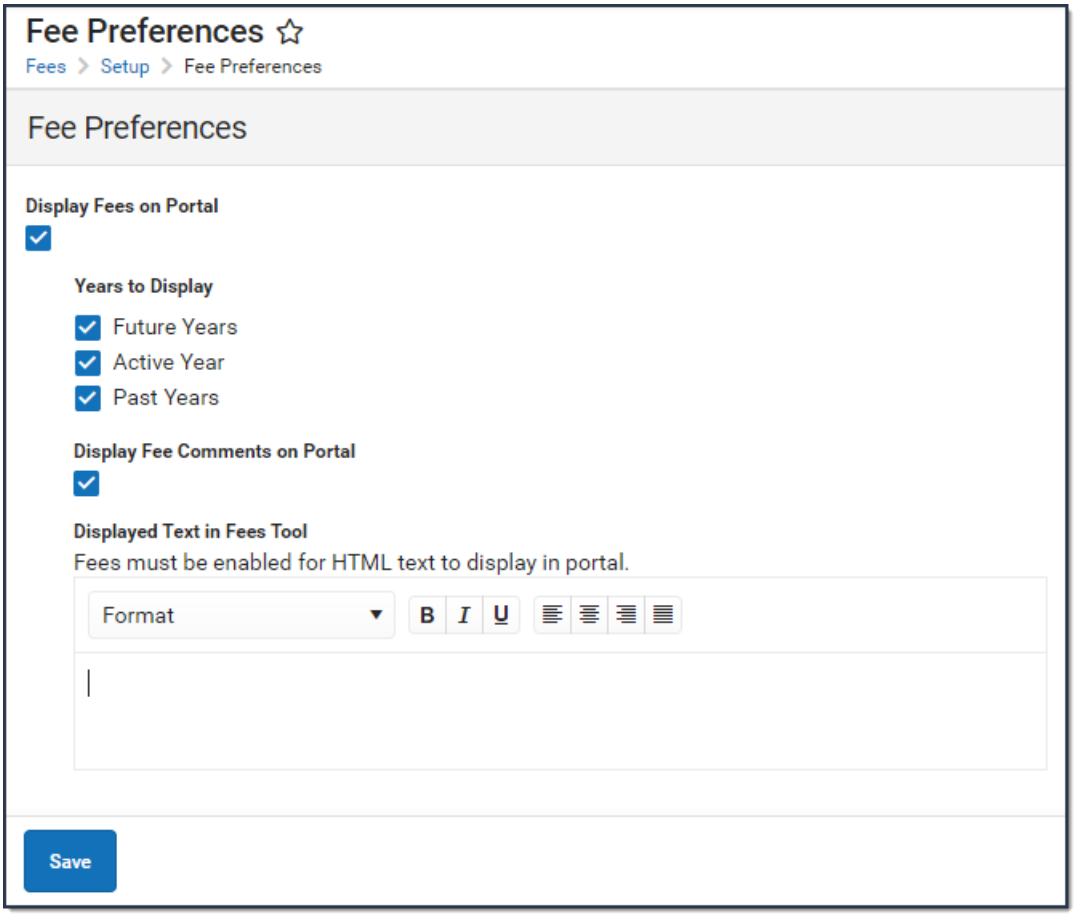
Fee Preferences

Last Modified on 08/12/2026 10:47 am CDT

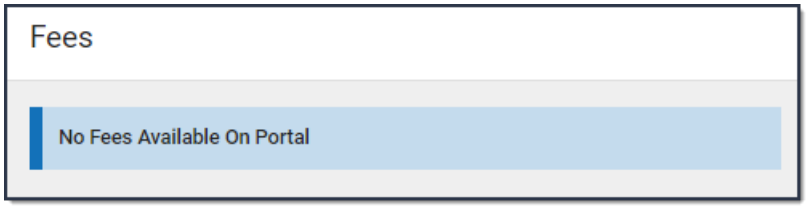
Tool Search: Fee Preferences

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.

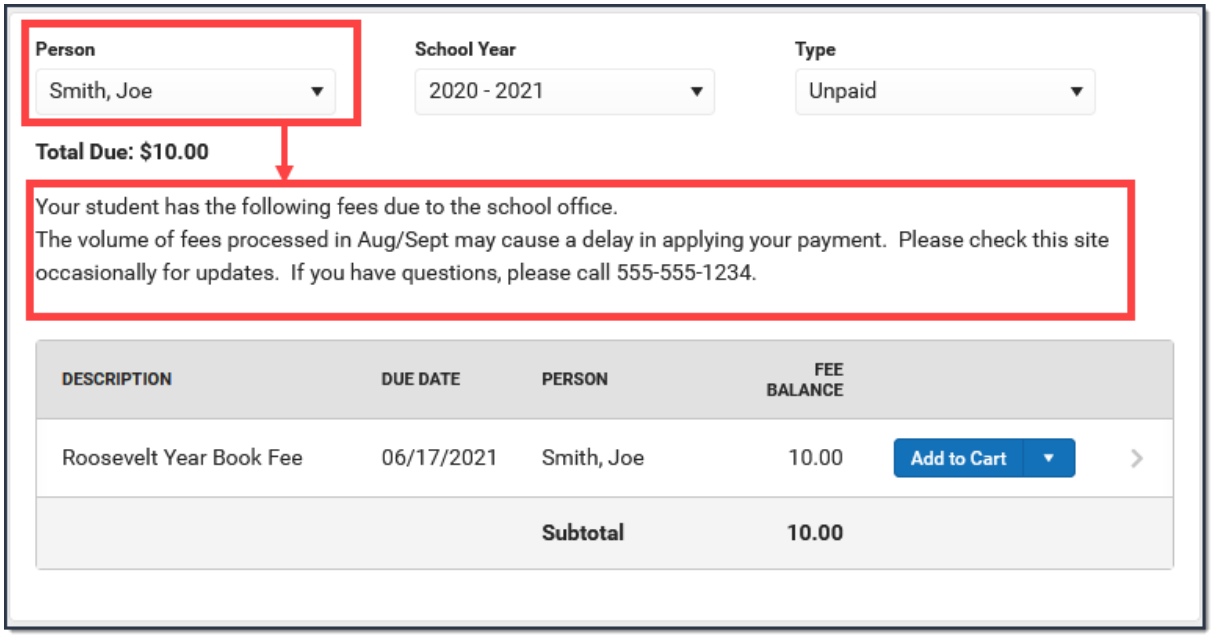


Important Information About this Tool

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

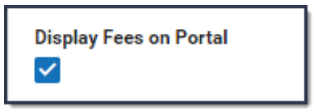
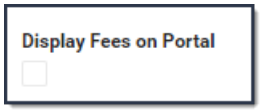


- You can enter text to display above the list of Fees on the portal. The text that displays is unique for each school and only displays when a student is selected in the *Person* dropdown list.



Display or Hide Fees on the Portal

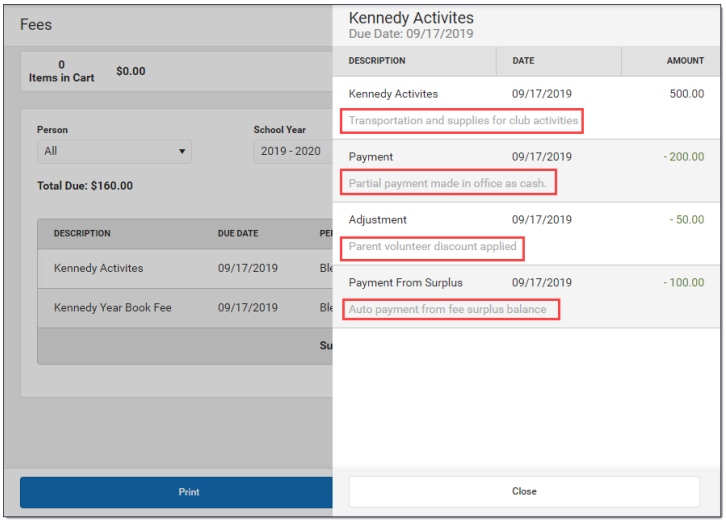
1. Select the **School** in the Campus toolbar.
2. Complete one of the following options.

Option	Description
Display Fees	Mark the **Display Fees on Portal** checkbox. 
Hide Fees	Clear the **Display Fees on Portal** checkbox. 

3. Click **Save**.

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	

Field	Description
Future Years	When this checkbox is marked, fees assigned by the school for *any* year **after** the active School Year display in the portal.
Active Year	When this checkbox is marked, fees assigned by the school for *any* 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	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. 
Displayed Text in Fees Tool	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 *Person* dropdown list. 