

Fee Preferences

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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.

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 [List Icon] [List Icon] [List Icon] [List Icon]

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.

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

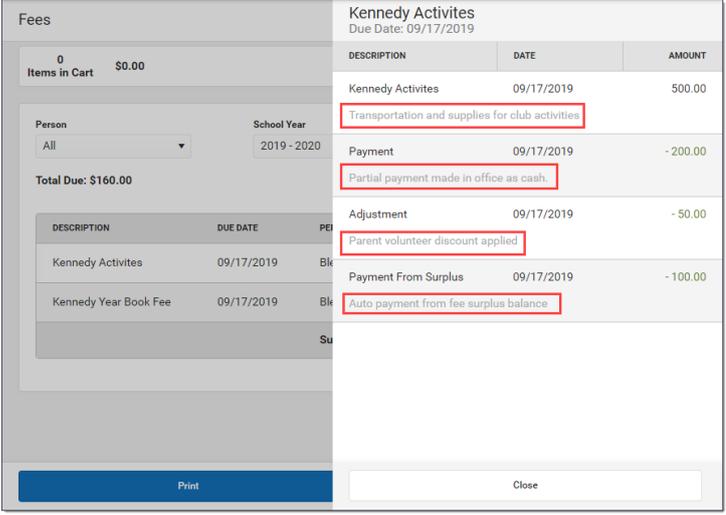
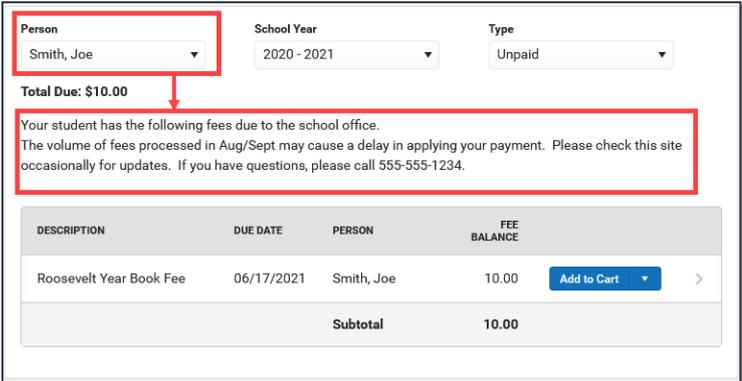
1. Select the **School** in the Campus toolbar.
2. Complete one of the following options.

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
<p>Future Years</p>	<p>When this checkbox is marked, fees assigned by the school for <i>any</i> year after the active School Year display in the portal.</p>
<p>Active Year</p>	<p>When this checkbox is marked, fees assigned by the school for <i>any</i> School Year marked as active display in the portal.</p>
<p>Past Years</p>	<p>When this checkbox is marked, fees assigned by the school prior to the School Year currently marked active display in the portal.</p>
<p>Display Comments on Portal</p>	<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 a 'Fees' tool interface. On the left, there's a summary section with '0 Items in Cart' for '\$0.00'. Below that, 'Person' is set to 'All' and 'School Year' is '2019 - 2020'. The 'Total Due' is '\$160.00'. On the right, a table lists fees with their descriptions, dates, and amounts. Red boxes highlight comments for each row: 'Transportation and supplies for club activities' for Kennedy Activities (500.00), 'Partial payment made in office as cash' for a Payment (-200.00), 'Parent volunteer discount applied' for an Adjustment (-50.00), and 'Auto payment from fee surplus balance' for Payment From Surplus (-100.00). A 'Print' button is at the bottom left and a 'Close' button is at the bottom right.</p>
<p>Displayed Text in Fees Tool</p>	<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>  <p>The screenshot shows the 'Person' dropdown menu set to 'Smith, Joe'. Below it, the 'Total Due' is '\$10.00'. A red-bordered message box contains the text: '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.' Below the message is a table of fees due. The table has columns for 'DESCRIPTION', 'DUE DATE', 'PERSON', and 'FEE BALANCE'. One row shows 'Roosevelt Year Book Fee' due on '06/17/2021' for 'Smith, Joe' with a balance of '10.00'. There is an 'Add to Cart' button next to it. A 'Subtotal' row shows a total of '10.00'.</p>