Assign fees

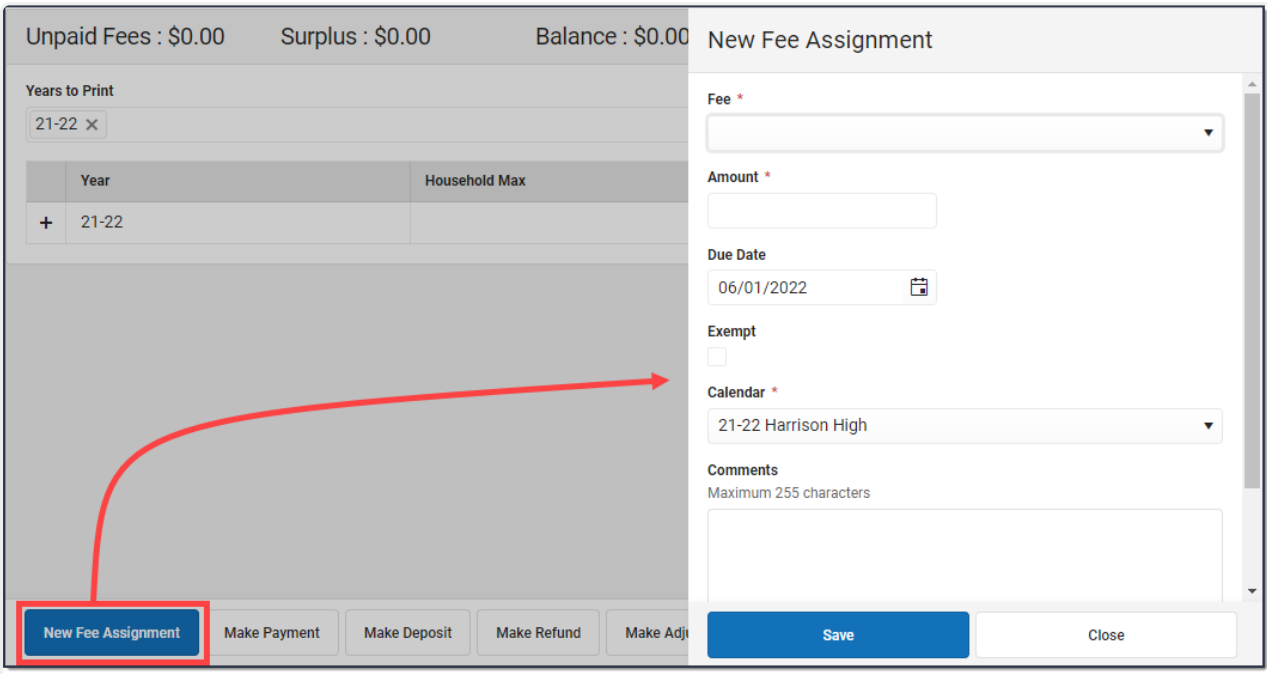
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Path: Student Information > General > Fees

To appear in the Fees Editor, a fee must first be assigned to a person, either individually or *en masse* using the Fee Wizard.

This guide explains how to assign fees to an individual student.

For more information, see Fees - Start here



New Fee Assignment

Before you start

- Assigned fees cannot be deleted. If entered incorrectly, they need to be voided or adjusted.
- Fees available for assignment depend on the options set by the school or district and are created in the Fees tool. Only fees marked Active can be assigned to students.
- Set appropriate tool rights.

Assign a Fee

1. Click the **New Fee Assignment** button.
2. Select a **Fee** from the dropdown list in the New Fee Assignment side panel.
3. If applicable, enter the fee **Amount**.
    - Fee Amounts may be pre-set when the fee was created and can't be changed.
    - If the fee is set as a variable rate fee, an asterisk (*) appears next to the name. The amount can be changed as needed.
4. Enter a **Due Date** for the fee. Clicking the date field opens a calendar that 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. By default, the calendar for the student's primary enrollment in the active school year is selected.
7. Enter any comments related to the fee assignment in the **Comments** field.
8. Click the **Save** button.

Edit a Fee Assignment

Once a fee is assigned, click the Assignment line to display the Assignment panel. Only the Due Date, Exempt, and comments can be edited once a fee is saved. To change the amount due, make an adjustment.

If the fee was assigned in error, it can't be deleted; the fee assignment needs to be voided.

What's Next

- Enter a fee adjustment
- Record a fee payment
- Void a fee assignment, adjustment, or payment.