

# Adjust Fees

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

Fee adjustments are used to modify the amount due for a fee. Fee adjustments may only be made for up to the amount of the fee assignment.

Unpaid Fees : \$200.00

Surplus : \$20.00

Years to Print

21-22 x

Year	Household Max	Student Max
- 2020	800.00	450.00

Fee

+ AD - 16/17 P.E. SHIRTS

+ AD - 16/17 P.E. SHORTS

+ DCHS-YEARBOOK

+ AMS-LOST TEXTBOOK

+ AD - 16/17 REG FEE GR 9-12

Surplus

Date

+ Deposit

04/14/2021

Assignment

Fee

AD - 16/17 REG FEE GR 9-12

Amount

160.00

Balance

160.00

Calendar

19-20 Dundee-Crown High School

Created By

Chavez, Sandra

Created Date

4/14/2021 12:38:00 PM

New Fee Assignment

Make Payment

Make Deposit

Make Refund

Make Payment

Make Adjustment

Void

Close

## Make an Adjustment

1. Select the Fee Assignment(s) for which the adjustment is being made.

**Result:** The Assignment panel displays.

2. Click **Make Adjustment** button.

**Result:** The Adjustments panel displays.

Adjustments

Adjustment Date \*  
04/15/2021

Adjustment Type \*

Fee	Due Date	Fee Amount	Fee Balance	Amount	Percent
AD - 16/17 REG FEE GR 9-12	04/30/2021	160.00	160.00		

Comments  
Maximum 255 characters

Make Adjustment Cancel

- Enter an **Adjustment Date** in *mmddyyyy* format.

Click the date field to open a calendar of the current month which defaults to the current date.

- If applicable, select the **Adjustment Type** such as Activity Cancelled, Cost Adjustment or Uncollectible.
- Enter the amount to be removed from the fee(s) in the **Adjustment Amount** or % field.

The subtracted amount cannot exceed the amount of the fee assignment. Enter a dollar amount in the **Adjustment Amount** field OR a **Percentage** amount (do not enter the '%' sign, just numeric up to three decimal points, like 10 or 10.567).

- Enter any **Comments** associated with the adjustment.
- Click **Save** when finished.

**Result:** Upon saving, the entered adjustment displays below the fee to which it was applied with the date of the adjustment, the amount deducted in the Credit column.

## Edit an Adjustment

Once an adjustment is made, clicking on the adjustment displays the **Adjustment** panel which includes the adjusted Fee, the **Adjustment Date**, the **Adjustment Type**, any **Comments** attached to the adjustment, the calendar in which the adjustment was made and the name of the user(s) who created and modified the adjustment.

Only the adjustment **Type** and **Comments** can be added or modified in this panel. Click **Save** when finished.