

## **Refund Student Surplus**

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Deposits create a **surplus** that can be applied to future fee assignments. Any amount paid which exceeds the amount owed also becomes a **Surplus**. The **Surplus** amount appears at the top of the Fees Editor.

To refund all or part of a Surplus, click the **Make Refund** button. The Refund panel displays and you can enter a **Refund Amount**, a **Transaction Date**, any **Comments** associated with the refund and click **Make Refund**. Campus subtracts the refund amount from the surplus total.

## The district or school is responsible for returning the refund to the account holder.

Unpaid Fees : \$0.00 Surplus : \$20.00			Refund	
Years to Print			Total Surplus 20.00 Refund Amount *	
Year	Household Max	Student Max	20.00	
+ 2020	800.00	450.00	Transaction Date *	
			04/15/2021	
Comments Maximum 255 characters				
New Fee Assignment Make Payn	Make Deposit	Make Refund	Make Refund Cancel	