

## **Print Fee Statements**

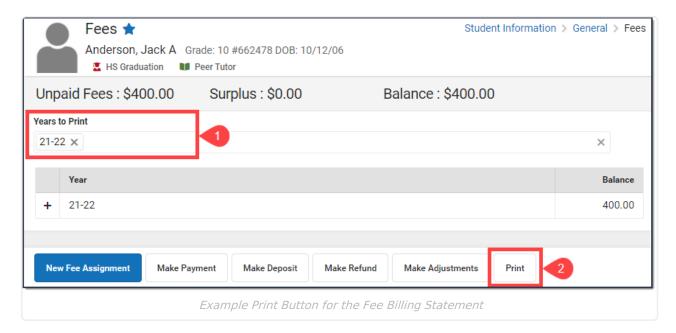
Last Modified on 04/22/2025 12:29 pm CDT

Statements for multiple students can be created using the Fee Billing Batch.

The Print option on Student Fees generates a PDF in a format that can be folded and mailed to a person's primary address. The Fee Statement provides a list of totals, including the number and value of all fees incurred, the district-determined fee maximum if applicable, the total amount paid, and the balance due.

If a student does not have an active primary address marked for Mailing (the address has an end date), the report will generate for the student but not include an address.

To print a student's Fee Billing Statement, select the **Years to Print** then click the **Print** button at the bottom of the screen.





## **Fee Billing Statement**

02/21/2022 Page 1 of 1 21-22 Harrison High 5856 Peachtree Parkway, Metro City, MN 55436 Phone: (763)555-5555 Fax:

To:Anderson, Jack A 620 Rice Creek Ter NE Blaine, MN 55449 Student Number: 662478 Grade: 10 Gender: M Number of Fees: 3

Fee Amount: \$600.00
Adjustments: \$0.00
Paid: -\$200.00
Unpaid Fees: \$400.00
Balance: \$400.00

## Fees

## Payment/Adjustment

	Due Date	Fee Amount					
Fee (Type)			Type	Date	Amount	Method	Balance Due
Orchestra Trip - Down Payment (Activity)	02/17/2022	\$475.00	Payment	02/17/2022	\$150.00	From Surplus	\$325.00
10th Grade PSAT Prep	03/01/2022	\$50.00	Payment	02/15/2022	\$25.00	Cash	\$0.00
(Activity)			Payment	02/16/2022	\$25.00	Cash	
Yearbook (Technology)	04/01/2022	\$75.00					\$75.00
* stands for variable rat				Total Balance Due fo	or Enne: \$400.00		

Example Fee Billing Statement