



Assign Tuition and Payment Plan to a Single Student

Last Modified on 09/16/2025 3:50 pm CDT

The 'Assign Tuition' button in Student Information > General > Tuition enables districts to allocate tuition fees to individual students. To use it, select a student via the Student Search, then click 'Assign Tuition.' You can assign tuition amounts, select payers, and choose payment plans for each payer. If there are multiple payers or different payment arrangements, such as split households, you can add additional payers using the 'Add Payers Distribution' button. Once you save your changes, the assigned tuition details for each payer will be visible in the student's tuition information.



Tuition ☆
 Abegg, Dylan V  Student #: 171900001 Grade: 11 DOB: 09/15/2008 Counselor: Joy Counselor
★ Medical Condition(s) 🏠 HS Graduation 👤 Custody Restriction 🌱 Peer Tutor 🏥 NHS 🏠 504 Student 📍 All On-Site

[Student Information](#) > [General](#) > Tuition

Related Tools ^

25-26 HH 25-26 - Millie Abegg

Debits: \$5,750.00
Credits: \$0.00
Balance: \$5,750.00

Due Date: 10/05/2025
Current Amount Due: \$575.00
Amount Past Due: \$1,150.00
Total Amount Due: \$1,725.00

Transaction Date	Transaction Type	Description	Debit	Credit	Actions
09/16/2025	Tuition	High School Tuition	5,700.00	0.00	Edit
09/16/2025	Payment Plan Fee	10 Monthly Payments	50.00	0.00	

25-26 HH 25-26 - Donald Abegg

Debits: \$7,000.00
Credits: \$0.00
Balance: \$7,000.00


Due Date: 02/28/2026
Current Amount Due: \$3,500.00
Amount Past Due: \$3,500.00
Total Amount Due: \$7,000.00

Transaction Date	Transaction Type	Description	Debit	Credit	Actions
09/16/2025	Tuition	High School Tuition	7,000.00	0.00	Edit

[Assign Tuition](#)
[Assign Discount](#)
[Assign Scholarship/Grant](#)
[Make Payment](#)
[Make Adjustment](#)
[Print](#)

Assign a Tuition and Payment Plan

Once a tuition has been selected, the student's primary guardians will auto-populate within the Payers field.



Tuition ☆

Abegg, Dylan V

Student #: 171900001

Grade: 11

DOB: 09/15/2008

Counselor: Joy Counselor

[Student Information](#) > [General](#) > [Tuition](#)

Medical Condition(s)
HS Graduation
Custody Restriction
Peer Tutor
NHS
504 Student
All On-Site

Related Tools ^

25-26

Tuition Assignment

Tuition Amount (Required)

5,700.00

Remove

Payment Plan (Required)

10 Monthly Payments

Payers (Required)

Millie Abegg

×

Clear

Tuition Amount (Required)

7,000.00

Remove

Payment Plan (Required)

2 Semi-annual Payme...

Payers (Required)

Donald L Abegg

×

Clear

Add Payers Distribution

Assign

Save

Cancel

1. Select a student from the Search.
2. Click **Assign Tuition**.
3. Select an option from Tuition. The tuition prices will show in the Tuition Amounts field, and the Tuition Amount, Payment Plan, and Payers fields under Payer Distribution will auto-populate.
4. For each payer, enter a Tuition Amount, Payment Plan, and Payer.
5. For additional payers with differing Tuition Amounts and Payment Plans, click **Add Payers Distribution** and enter values in each of the fields.
6. Click **Save**.