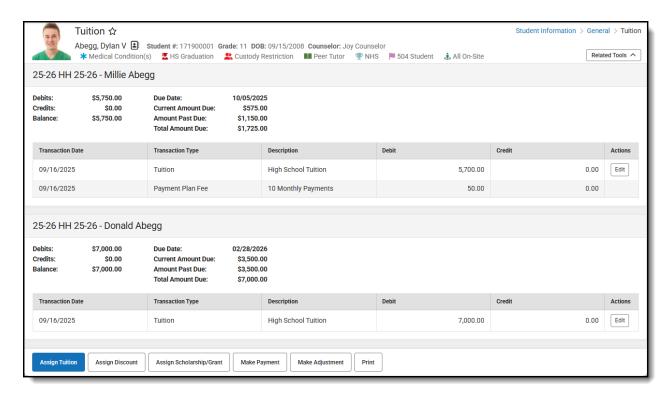


Assign Tuition and Payment Plan to a Single Student

Last Modified on 09/16/2025 3:50 pm CD7

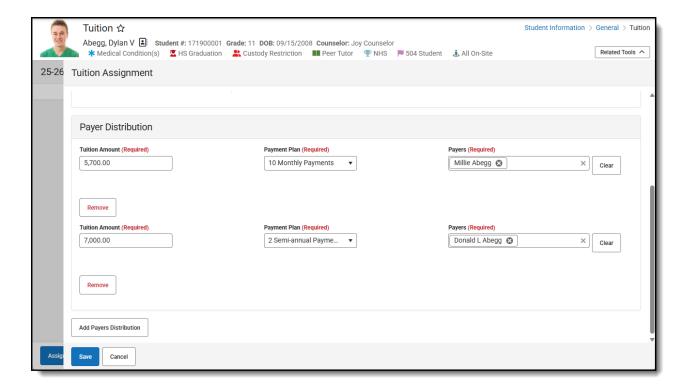
The 'Assign Tuition' button in Student Information > General > Tuition enables districts to allocate tuition fees to individual students. To use it, select a student via the Student Search, then click 'Assign Tuition.' You can assign tuition amounts, select payers, and choose payment plans for each payer. 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.



Assign a Tuition and Payment Plan

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





- 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 autopopulate.
- 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.