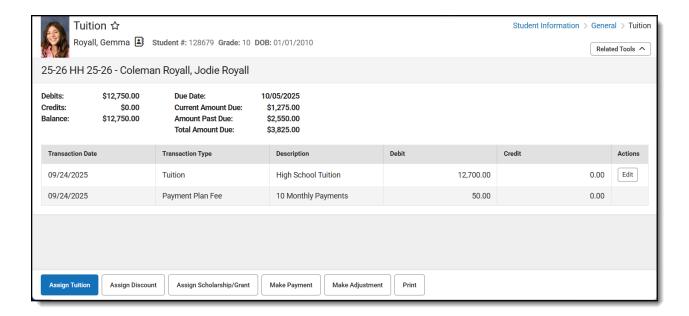


Assign Tuition and Payment Plan to a Single Student

Last Modified on 10/15/2025 11:40 am CDT

The 'Assign Tuition' button in Student Information > General > Tuition enables districts to allocate tuition 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.

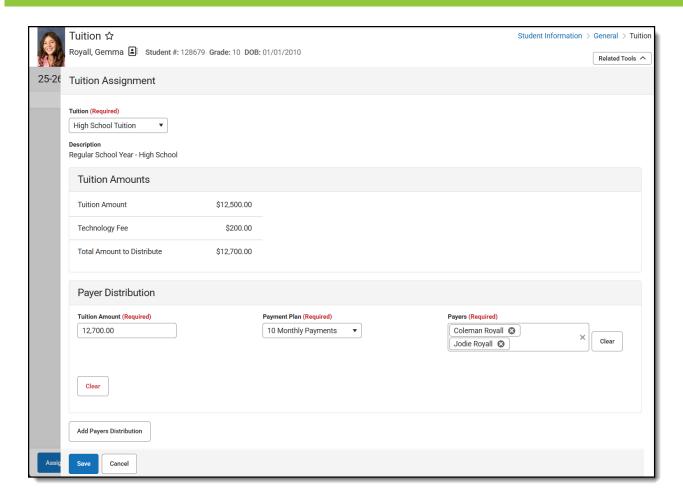
When a tuition has been assigned, the tuition payers will receive reminders when the General checkbox is checked and an email and/or cell phone number is populated in the Personal Contact Information section of <u>Demographics</u>.



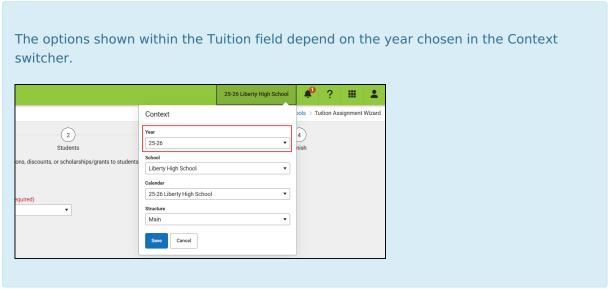
Assign a Tuition and Payment Plan

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. Click Save.

