


Assign Tuition and Payment Plan to a Single Student

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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 [Demographics](#).



Tuition ☆

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


 Royall, Gemma

Student #: 128679 Grade: 10 DOB: 01/01/2010

[Related Tools](#) ^

25-26 HH 25-26 - Coleman Royall, Jodie Royall


Debits:	\$12,750.00	Due Date:	10/05/2025
Credits:	\$0.00	Current Amount Due:	\$1,275.00
Balance:	\$12,750.00	Amount Past Due:	\$2,550.00
		Total Amount Due:	\$3,825.00

Transaction Date	Transaction Type	Description	Debit	Credit	Actions
09/24/2025	Tuition	High School Tuition	12,700.00	0.00	Edit
09/24/2025	Payment Plan Fee	10 Monthly Payments	50.00	0.00	

[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 ☆

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

Royall, Gemma

Student #: 128679 Grade: 10 DOB: 01/01/2010

Related Tools ^

25-26

Tuition Assignment

Tuition (Required)

High School Tuition

Description

Regular School Year - High School

Tuition Amounts

Tuition Amount	\$12,500.00
Technology Fee	\$200.00
Total Amount to Distribute	\$12,700.00

Payer Distribution

Tuition Amount (Required)

12,700.00

Payment Plan (Required)

10 Monthly Payments

Payers (Required)

Coleman Royall

Jodie Royall

Clear

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.

The options shown within the Tuition field depend on the year chosen in the Context switcher.

25-26 Liberty High School

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Students

Context

Year

25-26

School

Liberty High School

Calendar

25-26 Liberty High School

Structure

Main

Save

Cancel

4

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4. Click **Save**.

