

Assign Tuition and Payment Plan to a Single Student

Last Modified on 12/14/2025 8:45 pm CST

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 

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  





  

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

Context

Year: 25-26 

School: Liberty High School 

Calendar: 25-26 Liberty High School 

Structure: Main 

 

4. Click **Save**.

