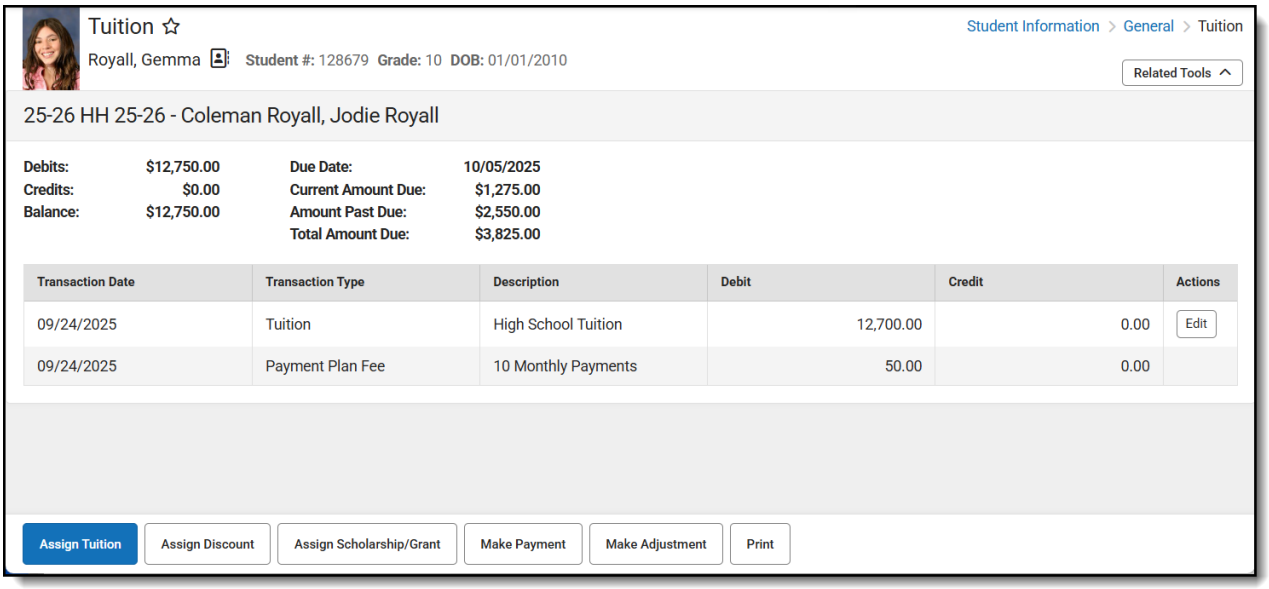
Assign Tuition and Payment Plan to a Single Student

Last Modified on 07/29/2026 11:37 am CDT

Tool Search: Tuition

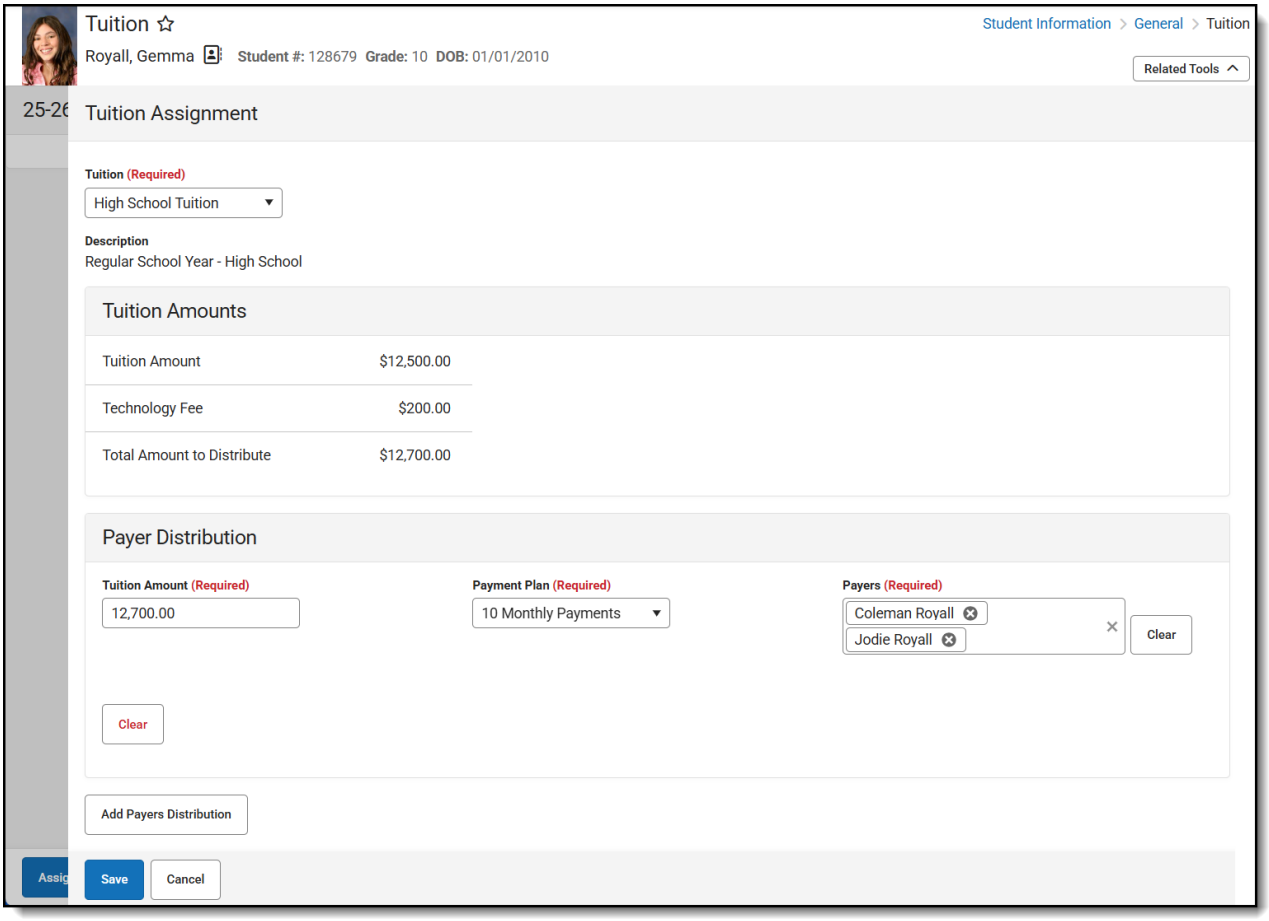
The 'Assign Tuition' button in Student Information > General > Tuition enables districts to allocate tuition to individual students. To use it, select a student via the Student Search, then click 'Assign Tuition.' You can assign tuition amounts, select payers, and choose payment plans for each payer.

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.



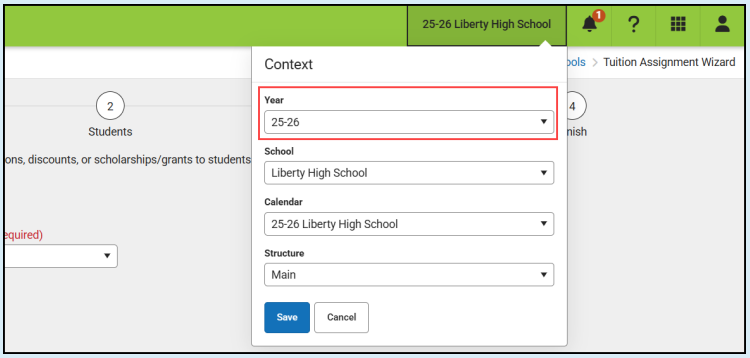
Assign a Tuition and Payment Plan

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 auto-populate.

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

4. Click **Save**.