Record tuition payment and adjustment

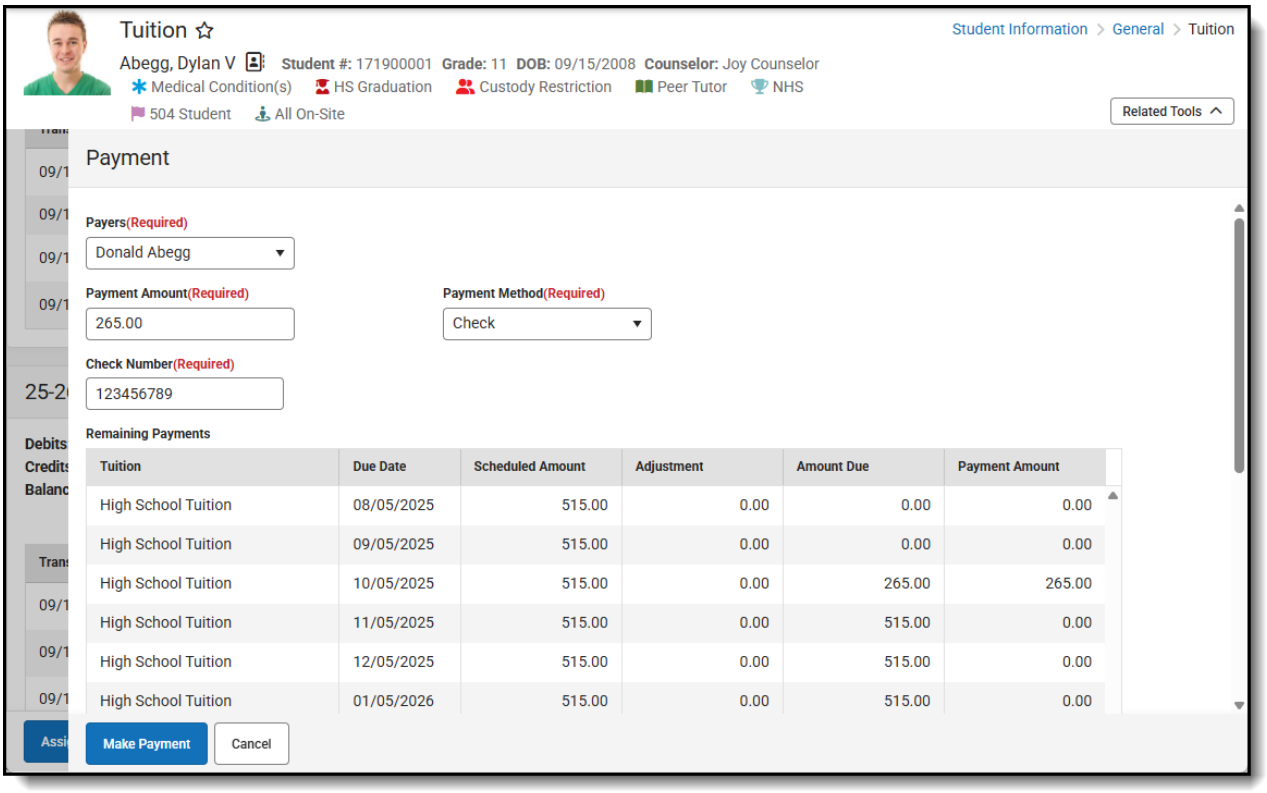
Last Modified on 09/23/2026 1:21 pm CDT

Tool Search: Tuition

The 'Make Payment' feature in Tuition allows guardians to pay student tuitions using cash, check, or credit/debit card. Payments are processed in the order of due dates, with each amount reflecting the scheduled payment amount adjusted for any related modifications. District administrators can review and verify these adjustments within the student tuition details and proceed with paying the corrected amounts.

Make a Payment for an Individual

A calendar must be selected to make a payment.



1. Click **Make Payment**.
2. Select Tuition to Pay.
3. Select the Payer.
4. Enter a Payment Amount.
5. Select a Payment Method.
6. Click **Make Payment**. (Online Payments needs to be set up if a credit/debit card is selected.)

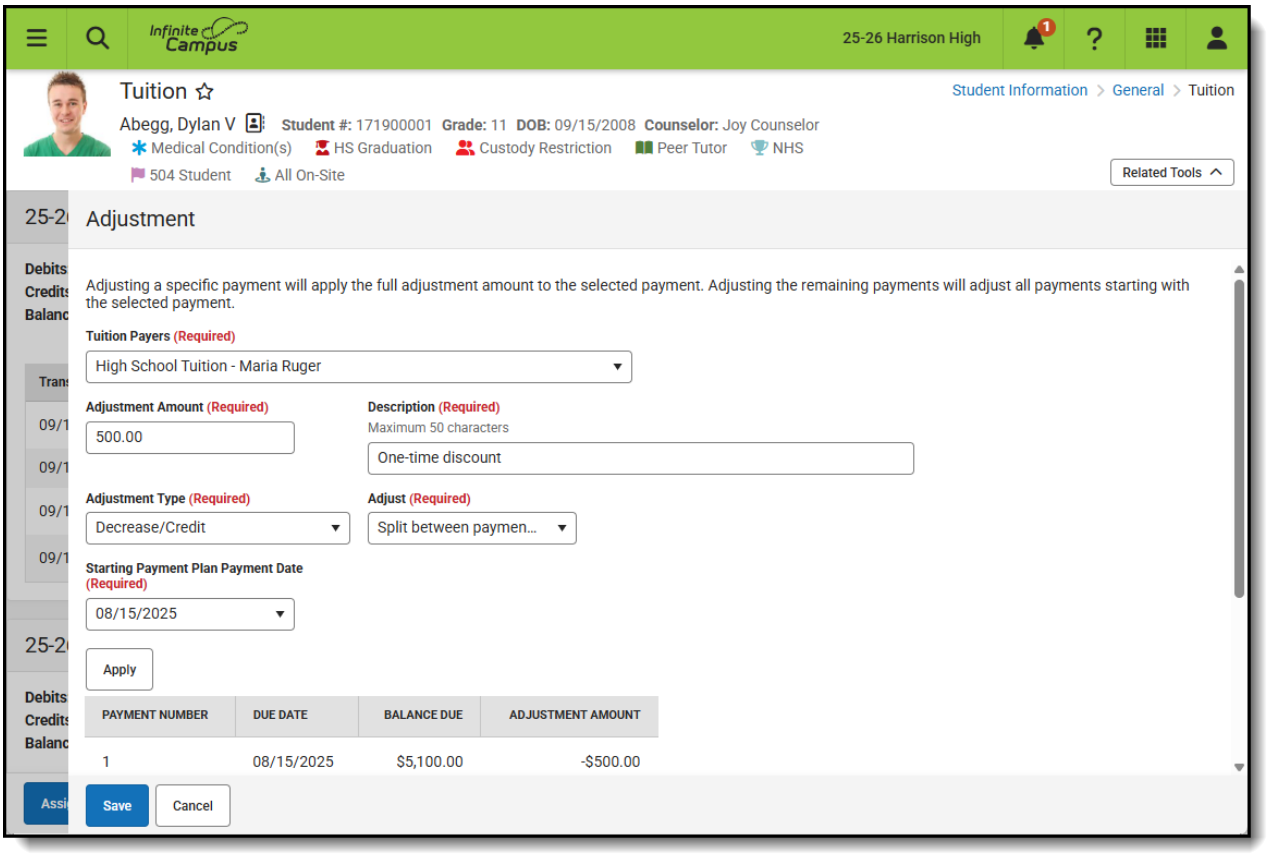
For more information on in-office payments, review the following articles:

- Payment Methods - (New)
- Install and set up Campus Payments Terminal
- Campus Mobile Payments Cashier.

Make an Adjustment

The Make Adjustment feature lets districts apply charges or credits to a student's tuition after it has been assigned. Use the Adjustment Type Increase/Debit to increase the balance or Decrease/Credit to reduce it. Adjustments can be applied to a specific payment or distributed across the remaining payments. Multiple adjustments can be made and will appear as separate line items in the student's tuition record.

Adjustments cannot reduce the unpaid balance to a negative amount.



1. Click **Make Adjustment**.
2. If the payments are split, select the Tuition Payers.
3. Enter an Adjustment Amount.
4. Enter a Description.
5. Select an Adjustment Type.

6. Select either Split between payment dates or Apply to a specific payment date in Adjust. Splitting between payment dates will distribute the total adjustment evenly across the chosen payment date and the remaining upcoming dates.
7. Select a Starting Payment Plan Payment Date.

   Only dates that have a balance due can be adjusted.

8. Click **Apply**. The adjustment will be applied to the remaining balance of the student's tuition.