

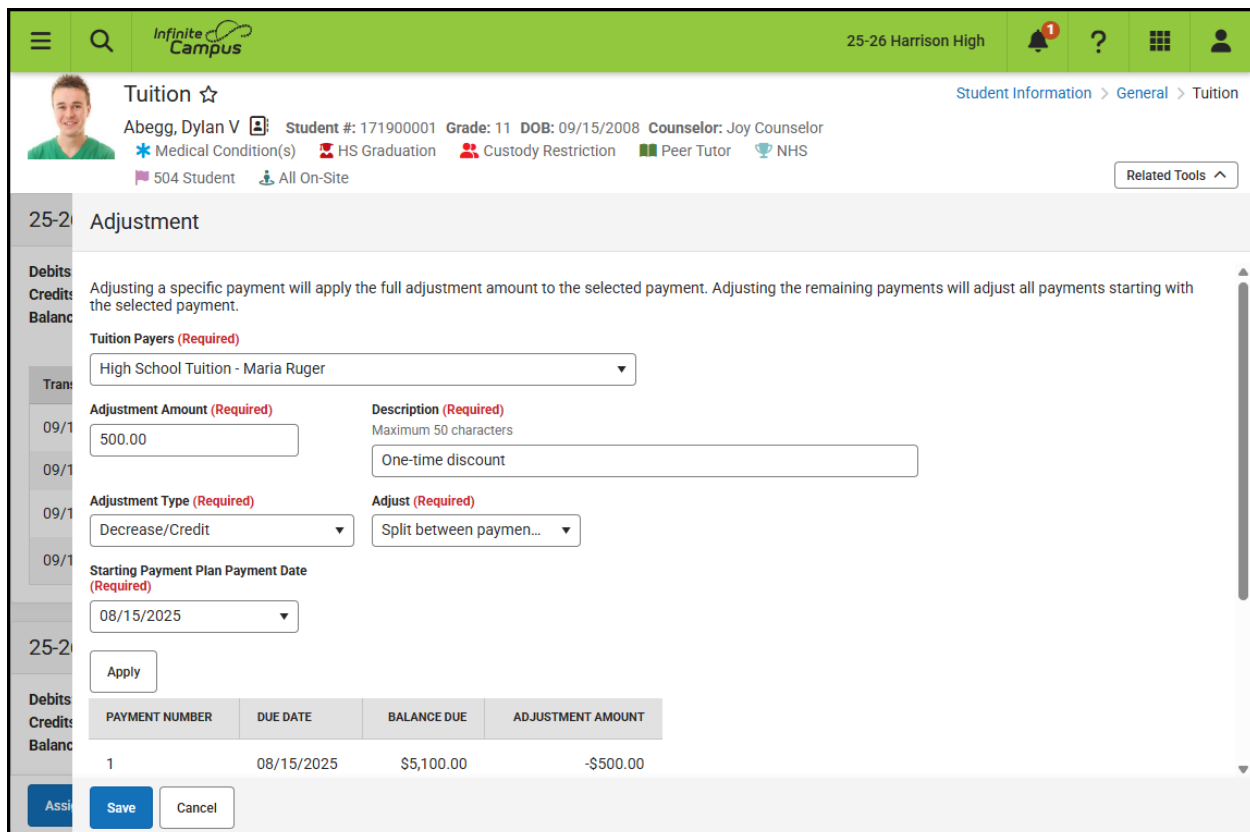


For more information on in-office payments, review [Payment Methods - \(New\)](#) and [Campus Mobile Payments Cashier](#).

## 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.



The screenshot shows the 'Make Adjustment' form in the Infinite Campus system. The student's name is Dylan V. Abegg, Student #: 171900001, Grade: 11, DOB: 09/15/2008, and Counselor: Joy Counselor. The form is for 'High School Tuition - Maria Ruger'. The adjustment amount is 500.00, and the description is 'One-time discount'. The adjustment type is 'Decrease/Credit', and the adjust option is 'Split between payment...'. The starting payment plan payment date is 08/15/2025. The form includes an 'Apply' button and a table showing the adjustment amount applied to the payment.

PAYMENT NUMBER	DUE DATE	BALANCE DUE	ADJUSTMENT AMOUNT
1	08/15/2025	\$5,100.00	-\$500.00

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.
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