


Record tuition payment and adjustment

Last Modified on 10/01/2025 4:42 pm CDT

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.



Tuition ☆
Student Information > General > Tuition

Abegg, Dylan V

Student #: 171900001
Grade: 11
DOB: 09/15/2008
Counselor: Joy Counselor

Medical Condition(s)
HS Graduation
Custody Restriction
Peer Tutor
NHS

504 Student
All On-Site

Related Tools ^

09/1

09/1

09/1

09/1

25-2

Debits

Credits

Balance

Trans

09/1

09/1

09/1

Payment

Payers(Required)
Donald Abegg

Payment Amount(Required)
265.00

Payment Method(Required)
Check

Check Number(Required)
123456789

Remaining Payments

Tuition	Due Date	Scheduled Amount	Adjustment	Amount Due	Payment Amount
High School Tuition	08/05/2025	515.00	0.00	0.00	0.00
High School Tuition	09/05/2025	515.00	0.00	0.00	0.00
High School Tuition	10/05/2025	515.00	0.00	265.00	265.00
High School Tuition	11/05/2025	515.00	0.00	515.00	0.00
High School Tuition	12/05/2025	515.00	0.00	515.00	0.00
High School Tuition	01/05/2026	515.00	0.00	515.00	0.00

Assi
Make Payment
Cancel

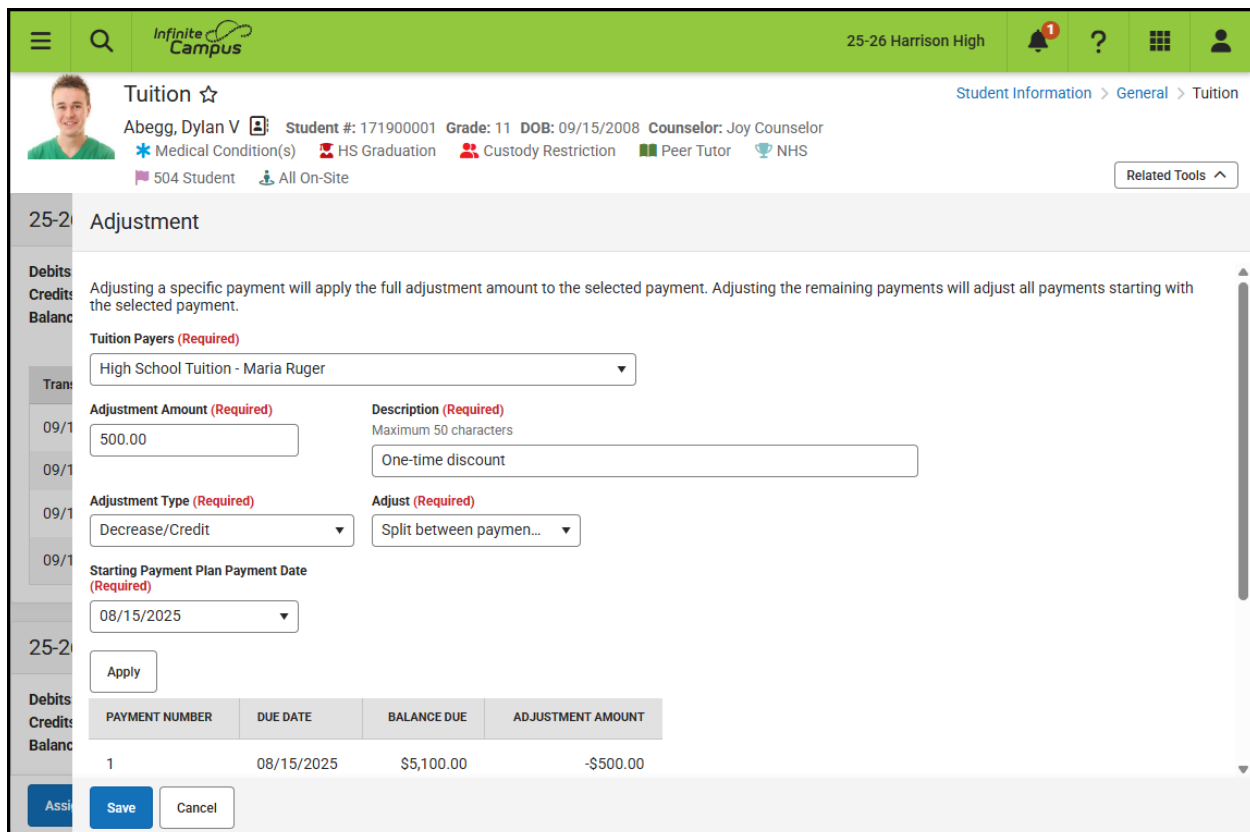
1. Click **Make Payment**.
2. Select Tuition to Pay.
3. Select the Payer.
4. Enter a Payment Amount.
5. Select a Payment Method.
6. Click **Make Payment**. (Online Payments/Card Present Processing needs to be set up if a credit/debit card is selected.)

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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