


Record tuition payment and adjustment

Last Modified on 09/16/2025 7:06 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



Tuition ☆

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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](#) ^

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

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Make Payment

Cancel

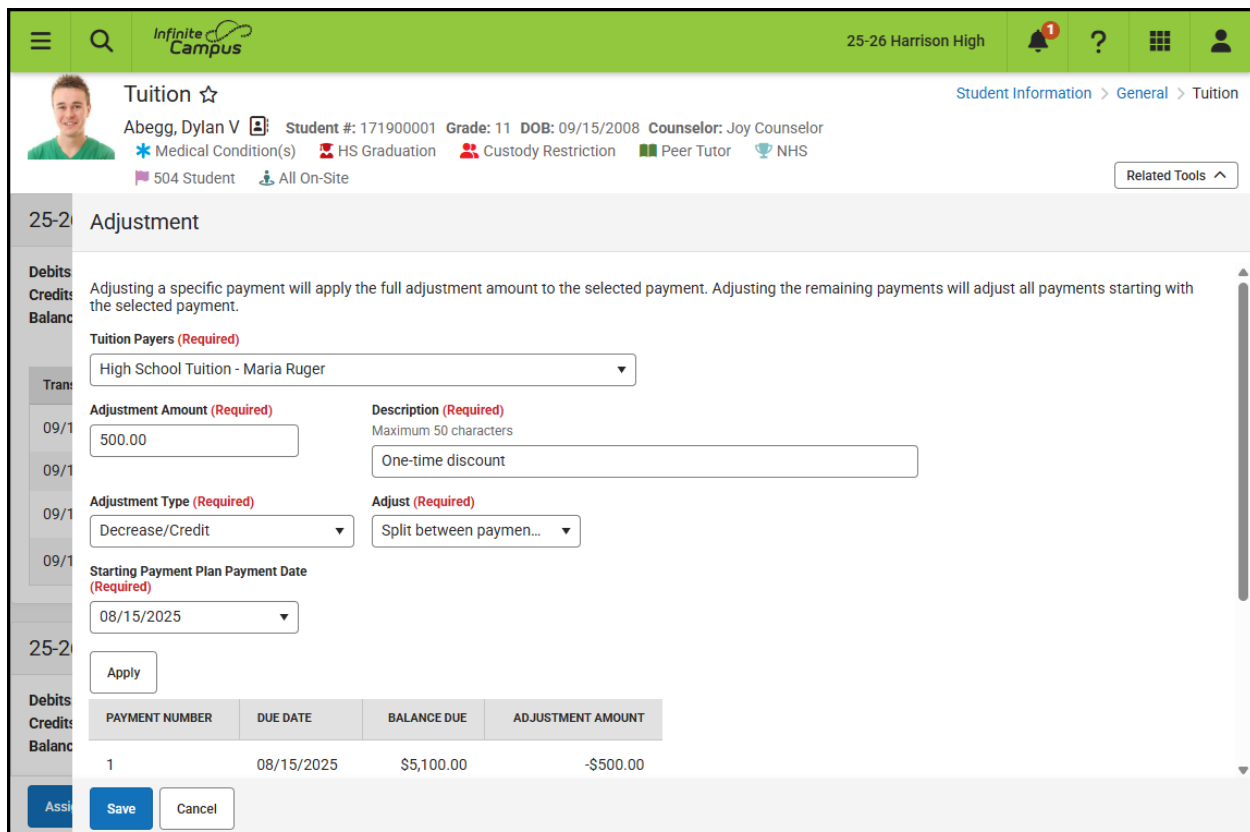
1. Click **Make Payment**.
2. Select Tuition to Pay.
3. Select the Payers.
4. Enter a Payment Amount.
5. Select a Payment Method.
6. Click **Make Payment**. (Online Payments/Card Present Processing needs to be set up if a credit/debit card is selected.)

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 below zero. If an adjustment would result in a negative balance, you must first process a refund or partial refund equal to or greater than the adjustment amount.



The screenshot shows the 'Tuition' section of the Infinite Campus interface for student Abegg, Dylan V. (Student #: 171900001, Grade: 11, DOB: 09/15/2008). The 'Adjustment' form is open, showing the following fields:

- Tuition Payers (Required):** High School Tuition - Maria Ruger
- Adjustment Amount (Required):** 500.00
- Description (Required):** One-time discount
- Adjustment Type (Required):** Decrease/Credit
- Adjust (Required):** Split between payment...
- Starting Payment Plan Payment Date (Required):** 08/15/2025

Below the form is a table showing the current payment status:

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

Buttons at the bottom include 'Apply', 'Save', and 'Cancel'.

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.
7. Select a Starting Payment Plan Payment Date.
8. Click **Apply**. The adjustment will be applied to the remaining balance of the student's tuition.