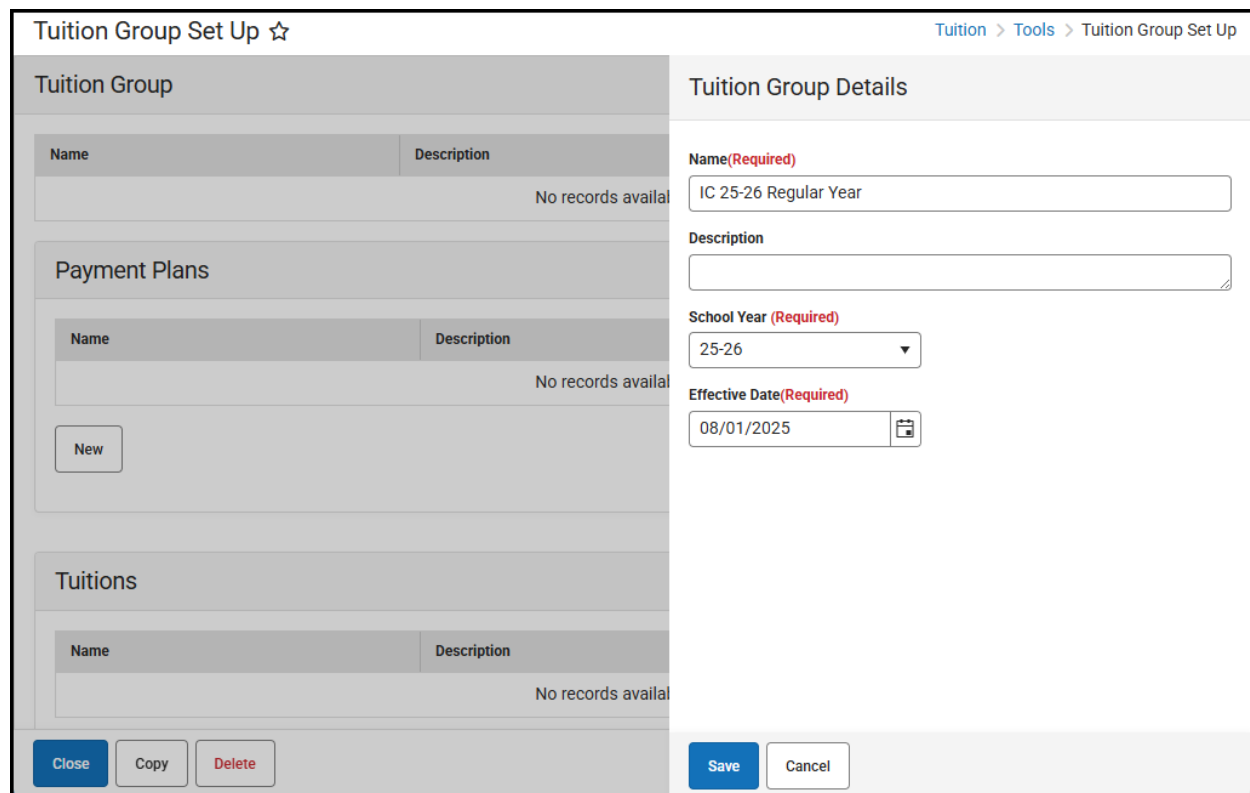


Create tuition, payment plans, discounts, grants and scholarships

Last Modified on 09/16/2025 3:53 pm CDT

The Tuition Group Set Up tool is used to create a tuition group and generate all the components supported in the Tuition module. Users start by selecting the New button, entering the required information, and then clicking Save. Once it has been saved, additional details such as Payment Plans, Tuitions, Discounts, and Scholarships & Grants can be added. After all aspects of the Tuition Group are set up, tuition can be applied to students and households. After a Tuition Group has been created, it and all aspects of the group can be changed by clicking their respective Edit buttons.

Create a Tuition Group



The screenshot shows the 'Tuition Group Set Up' interface. The left sidebar contains three sections: 'Tuition Group' (with a table showing 'No records available'), 'Payment Plans' (with a table showing 'No records available' and a 'New' button), and 'Tuitions' (with a table showing 'No records available'). The main area is titled 'Tuition Group Details' and contains the following fields: 'Name(Required)' (text input with value 'IC 25-26 Regular Year'), 'Description' (text input), 'School Year (Required)' (dropdown menu with value '25-26'), and 'Effective Date(Required)' (calendar input with value '08/01/2025'). At the bottom, there are 'Close', 'Copy', and 'Delete' buttons on the left, and 'Save' and 'Cancel' buttons on the right.

The Effective Date is when a Tuition Group becomes eligible to be displayed on Campus Parent.

1. Click **New**. The Tuition Group Details side panel opens.
2. Enter information in all of the required fields (Name, School Year, Effective Date).
3. Optionally, a Description can be added.
4. Click **Save**.

Create a Payment Plan

Tuition Group Set Up ☆

Tuition Group

Name	Description
HH 25-26	Regular 25-26 school year tuition

Payment Plans

Name	Description
1 Annual Payment	One annual payment due by Au
10 Monthly Payments	10 payments due on the 5th of August 2025 - May 2026
2 Semi-annual Payments	Semi-annual - first payment due second payment due 2/28/202

New

Close

Copy

Delete

Tuition > Tools > Tuition Group Set Up

Payment Plan Details

Name (Required)

10 Monthly Payments

Description

10 payments due on the 5th of each month August 2025 - May 2026

☒ Allow Recurring Payments

Payment Options

☐ 1 Annual Payments

☐ 2 Semi-Annual Payments

☒ 10 Monthly Payments

☐ Custom

Payment 1 Due Date

08/05/2025

Payment 2 Due Date

09/05/2025

Payment 3 Due Date

Save

Cancel

Delete

1. Click **New** under Payment Plans.
2. Enter a Name.
3. (Optional) Enter a Description.
4. Mark or unmark the Allow Recurring Payments checkbox.
5. Select Payment Options and enter a Payment 1 Due Date.
6. Select if there will be a Fee or a Discount
 - If Payment Plan Discount: select and enter either a Discount \$ Amount or Discount % of Tuition
 - If Payment Plan Fee: select and enter either a Fee \$ Amount or Fee% % of Tuition.
7. Click **Save**.

Create a Tuition

Campus allows tuition charges to be assigned either to individual students or to entire households, offering flexibility in how educational fees are managed. The interface includes a **Number of Assignments** field, which displays how many students are linked to each tuition. If tuition includes additional fees, those amounts are automatically incorporated into the total tuition balance.

Tuition Group Set Up ☆ Tuition > Tools > Tuition Group Set Up

Tuition Details

Tuition

Name (Required)

Elementary School Tuition

Number of Assignments

0

Description

Regular School Year - Elementary

Default Payment Plan (Required)

10 Monthly Payments

Amount (Required)

7,500.00

Display Tuition On Portal

☒

Close

Save

Cancel

Delete

1. Select a Tuition Group.
2. Click **New** under Tuitions.
3. Enter a Name.
4. (Optional) Enter a Description.
5. Select a Default Payment Plan
6. Enter an Amount.
7. (Optional) Mark Display Tuition On Portal.
8. For Additional Fees:
 1. Click **Add Fee**.
 2. Enter a Fee Name.
 3. Enter a Fee Amount.
9. Click **Save**.

Create a Discount

When a Multi-student discount is selected, the After Student field dictates when the discount will kick in (e.g., the first student gets no discount, then the second student gets that discount). Household discounts allow Households to receive a discount as long as a household reaches the after-student threshold (the first student would receive a discount, but if there are two or more students, then the discount is applied to the home).

When applying discounts with tiers when a student has multiple tuitions, the system processes tuitions in order from the most expensive to the least expensive. This ensures that higher-cost tuitions receive applicable discounts first.

Tuition Group Set Up ☆
Tuition > Tools > Tuition Group Set Up

Discount Details

Name(Required)

Number of Assignments

Description

Type(Required)

Multi-student
▼

Multi Student Type

☒ Individual

☐ Household

TIER	AFTER STUDENTS	AMOUNT TYPE	AMOUNT	
1	1	Amount ▼	250.00	Rer

Close
Save
Cancel
Delete

There can be only one multi-student discount per Tuition Group.

1. Click **New** under Discounts.
2. Enter a Name.
3. (Optional) Enter a Description.
4. Select a Type:
 - If Regular or Employee: select and enter either a Discount Dollar Amount or Discount Percent of Tuition
 - If Multi-student:
 1. Select either Individual or Household.
 2. Enter a Tier, After Students, select an Amount Type, and enter an Amount.
 3. For additional tiers, click **Add Tier** and repeat the previous two steps.
5. Click **Save**.

Create a Scholarship or Grant

The Scholarships & Grants section sets up both scholarships and grants. Users add a name and select which type they will create. They then enter an award amount, which will be based on a flat dollar amount or a percentage of the tuition.

Tuition Group Set Up ☆
Tuition > Tools > Tuition Group Set Up

Name	Description
Employee Discount	Discount given to school employees
Multi-student Discount	Given to families with three or more enrolled
Returning Student Discount	Discount given to students returning from middle school and returning from middle school.

[New](#)

Scholarship/Grant Details

Name(Required) Number of Assignments: 0

Accounting and Finance

Description

\$500 grant for seniors enrolled in accounting and finance related classes.

Type(Required)

Grant

Award Amount

☒ Dollar Amount Amount

500.00

☐ Percent of Tuition Percent

[Close](#)
[Copy](#)
[Delete](#)

[Save](#)
[Cancel](#)
[Delete](#)

1. Click **New** under Scholarships & Grants
2. Enter a Name.
3. (Optional) Enter a description.
4. Select a Type.
 - If Payment Plan Discount: select and enter either a Discount Dollar Amount or Discount Percent of Tuition
 - If Payment Plan Fee: select and enter either a Fee Dollar Amount or Fee Percent of Tuition.
5. Click **Save**.