

# Census Fees Tool Rights

Last Modified on 05/05/2026 11:15 am CDT

The Fees tool lists all fees assigned to a person, including payments and adjustments, the total amount still owed, and whether a surplus exists. If the person has reached the maximum fee amount established by the school and/or district, that will be noted in the Fees Editor.

See the [Fees \(People\)](#) article for information on recording fees.

**Fees** ☆

Census > People > Fees

**Student, Martin**

**Student #:** 123456 **Grade:** 12 **DOB:** 12/07/2007

HS Grad Req eff 2023-24 (without personal finance)

25-26 RVA Virtual Attendance

Related Tools ^

Unpaid Fees : \$72.00

Surplus : \$0.00

Balance : \$72.00

**Years to Print**

Year		Balance										
-	2021-22	25.00										
-	<table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #e6f2ff;"> <th style="width: 60%;">Fee</th> <th style="width: 20%;">Due Date</th> <th style="width: 20%;">Balance</th> </tr> </thead> <tbody> <tr> <td>Device Protection Plan</td> <td style="color: red;">08/31/2021</td> <td style="text-align: right;">25.00</td> </tr> </tbody> </table>	Fee	Due Date	Balance	Device Protection Plan	08/31/2021	25.00	25.00				
Fee	Due Date	Balance										
Device Protection Plan	08/31/2021	25.00										
	<table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 30%;">Description</th> <th style="width: 20%;">Type</th> <th style="width: 10%;">Date</th> <th style="width: 10%;">Debit</th> <th style="width: 10%;">Credit</th> </tr> </thead> <tbody> <tr> <td>Assignment</td> <td>AHS Event Tickets</td> <td>08/31/2021</td> <td style="text-align: right;">25.00</td> <td style="text-align: right;">0.00</td> </tr> </tbody> </table>	Description	Type	Date	Debit	Credit	Assignment	AHS Event Tickets	08/31/2021	25.00	0.00	
Description	Type	Date	Debit	Credit								
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+	2019-20	25.00										
-	2018-19	22.00										
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Fee	Due Date	Balance										
Device Protection Plan		22.00										

New Fee Assignment

Make Payment

Make Deposit

Make Refund

Make Adjustments

Print

*People Fees*

Users also need the following rights to Student Fees:

- At least **Read** right to print the Fee Billing Statement
- At least **Read, Write, and Add** rights to make a refund (surplus).

## Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"> <li>• Access and view the Fees tool.</li> <li>• Expand the year sections to view details of fees assigned for different years.</li> <li>• Select a fee to view its details in the Assignment side panel.</li> <li>• Print the Fee Billing Statement.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Add and save a new Fee Assignment.</li> <li>• Record (Make) a Payment.</li> <li>• Enter (Make) a Deposit.</li> <li>• Enter (Make) an Adjustment.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

## Suggested User Groups

- [Counselors](#)
- [Front Office Staff](#)

See [User Groups and Suggested Roles](#) for more information.