Fees Setup Tool Rights

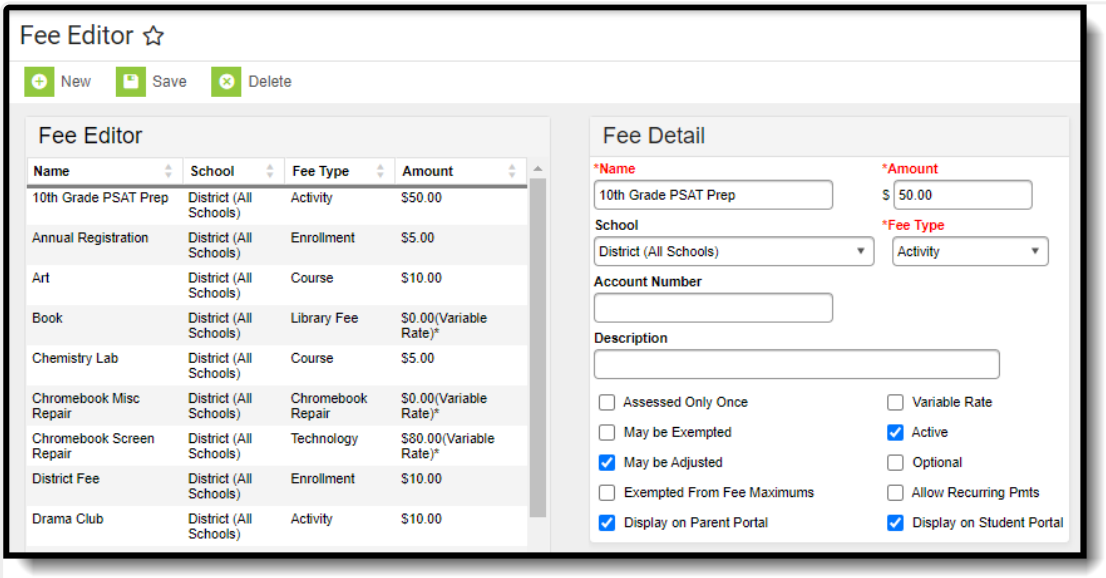
Last Modified on 06/23/2026 9:07 am CDT

Tools in the Fees Setup category allow administrators to create and manage district-wide fees, set fee maximums, and configure other fee preferences.

Fee Editor

Fees entered in the Fees Editor can be selected and assigned to individuals, allowing payments and adjustments to be tracked. These fees can be managed for individuals through the Student Fees**,** Person Fees, or Household Fees tools.

See the Fees Editor article for information on creating and managing fees.



Fee Editor

The selected calendar determines which fees are displayed. When only calendar rights to a specific calendar are assigned to a user, fees cannot be edited or deleted for other schools, including fees created at the district level.

To edit or delete District fees, you must have rights to All Schools.

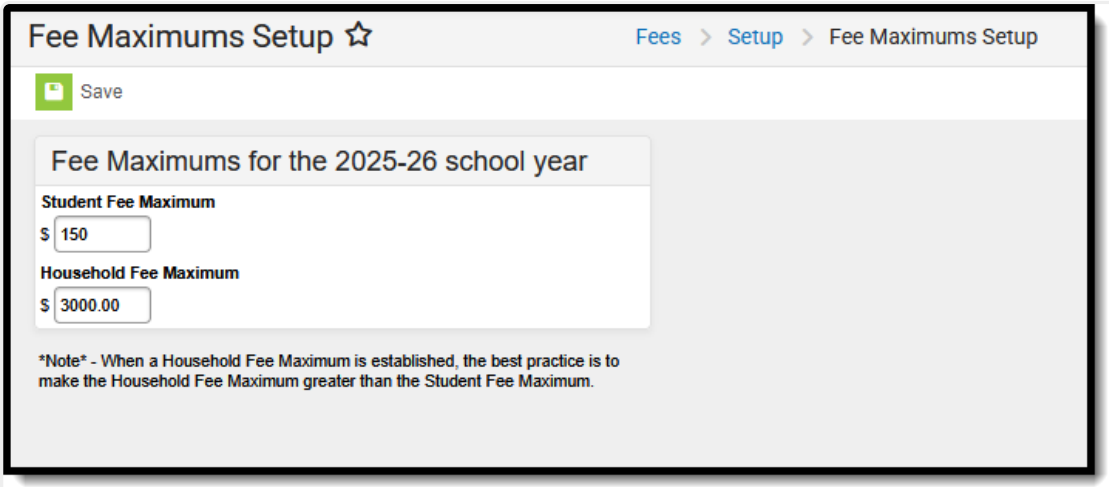
Available Tool Rights

R	W	A	D
• Access and view the Fee Editor. • Review the Fee Details for existing fees. • Print the Fees list.	• Modify existing fees.	• Create and save new fees.	• Delete fees.

Fee Maximums Setup

The Fee Maximum Setup tool sets a cap on the amount of fees a family pays for a school year.

> See the Fee Maximum Setup article for information on using the tool.



Fee Maximum Setup

Available Tool Rights

R	W	A	D
Access and view the Fee Maximum Setup tool.	Modify and save existing fee maximums.	N/A	N/A

Fee Preferences

The Fee Preferences tool determines which fees display in Campus Parent and Campus Student.

Districts can also define whether fees display for future, active, or past years, and whether comments display.

> See the Fee Preferences article for information on using the tool.



Fee Preferences Editor

Available Tool Rights

R	W	A	D
Access and view the Fee Preferences tool.	Modify and save existing fee preferences.	N/A	N/A

Suggested User Groups

- Front Office Staff

See User Groups and Suggested Roles for more information.