

Assign a Fee to Family Members

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Classic View: Census > Household > Fees

Search Terms: Fees

You can use the Household Fees tool to assign Fees to an individual household member or to multiple household members at the same time.

Household Fees ★
Aarens Phone: (555)555-1905

Unpaid Fees : \$5.00

Years to Print
21-22 x

Year
+ 21-22

New Fee Assignment

Fee *

Fee is required

Amount *

Due Date
02/28/2022

Exempt

<input type="checkbox"/>	Name	Calendar
<input type="checkbox"/>	Aarens, Reginald (104367)	21-22 Harrison High
<input type="checkbox"/>	Aarens, Lann (104369)	21-22 Harrison High
<input type="checkbox"/>	Aarens, Joey (104368)	21-22 Arthur Elementary
<input type="checkbox"/>	Aarens, Billie (104370)	21-22 Harrison High
<input type="checkbox"/>	Aarens, Bernadette	21-22 Harrison High
<input type="checkbox"/>	Aarens, Barnaby	21-22 Harrison High

Comments
Maximum 255 characters

New Fee Assignment Make Pay **Save** Close

Assign a Fee

1. Click the **New Fee Assignment** button.

Result: The New Fee Assignment panel displays.

2. Select a **Fee** from the dropdown list.

Tip: This list is populated with values set in the [Fees](#) section.

If the fee amount is predetermined, this value will appear after the fee description. Otherwise the Amount displays as 0.00. If the fee amount is variable, an asterisk (*) will appear after the

amount.

3. If applicable, enter the **Amount** of the fee.

Tip: If the description of the fee ends in an asterisk (*), the fee amount can be edited.

4. Enter a **Due Date** for the fee in *mmddyyyy* format.

Tip: Click the date field to open a calendar where you can pick the date.

5. Mark the **Exempt** checkbox if the person is exempt from paying this fee.

6. Select the checkbox next to the member(s) of the household to whom the fee should be **Assigned**.

7. Select the **Calendar** of enrollment for each individual from the dropdown list.

Tip: The current calendar of enrollment is automatically selected.

8. Enter any **Comments** related to the fee assignment in the **Comments** field.

9. Click the **Save** button when finished.

Result: The new fee displays in the **Fee Editor** with the total adjusted appropriately.

Edit a Fee Assignment

Once a fee has been assigned, clicking on the fee displays the Assignment panel. Only the **Due Date**, **Exempt Status** and **Comments** can be modified in this window.

Click **Save** when finished. To change the amount of a fee,

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