

Course Fees Assignment Wizard

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The Course Fees Assignment Wizard adds any fees assigned to a course to a student's [Fees](#) tab or void fees that have been added to courses. The student must be actively enrolled for fees to be assigned.

If fees were previously assigned and the Course Fees Assignment Wizard is run again at a later date, the wizard does NOT create a new course fee for

- a student that dropped a course that has a course fee, OR
- a student that already has a course fee and the fee is marked as "Assessed Only Once."

Course Fee Wizard ☆

Fees > Wizards > Course Fee Wizard

Course Fee Wizard

The Course Fee Wizard can create or void Fee Assignments.

Select Wizard Mode

Create Fee Assignments
 Void Fee Assignments

Course Fee Wizard ☆

Fees > Wizards > Course Fee Wizard

Course Fee Wizard

This wizard will create Fee Assignments for stud

Fees that are marked Assessed Only Once may o

Fees that are NOT marked Assessed Only Once r

Due Dates are not required, however, they help di

Courses are linked to Fees by navigating to: Sche

Create New Fees

Due Date

Select Calendars

21-22 Arthur Elementary

21-22 Carter Middle

21-22 Cleveland Elementary

21-22 Fillmore Middle School

21-22 Harrison High

21-22 Taylor K-8

21-22 Van Buren High School

20-21 Arthur Elementary

CTRL-click and SHIFT-click for multiple

Select Terms

1

2

3

CTRL-click and SHIFT-click for multiple

Select Fees to Post

By Course By Fee

CTRL-click and SHIFT-click for multiple

Course Fee Wizard

Important Information about Course Fee Assignments

A System Preference, [Auto Post Course Fees](#), can be set to Yes to ensure all students added to a course section will automatically be assigned any course fees.

In order to run the Course Fees Assignment Wizard to create a fee assignment, the fee that is being assigned must be added to the [Course Fees](#) tab.

The wizard assigns the fee to all courses that have the fee listed. For example, if Math and Science in the third term of the high school calendar have Activity Fee 3 listed on their Fees tabs, running the Course Fees Assignment Wizard for Activity Fee 3 in term three for the high school calendar will post the fee to students enrolled in both courses.

Editor Options

| Option | Description |
|-----------------------|--|
| Mode Selection | <p>The Wizard Mode determines what action is being done - fee assignments are being created (added to the Student Fees tab) or fee assignments are being voided (removed) from the Student Fees Tab.</p> <ul style="list-style-type: none"> • Create Fee Assignments • Void Fee Assignments |
| Due Date | <p>When creating a fee assignment, this field is used to specify the due date of the fee. When voiding a fee assignment, ensure that the correct record is being voided by entering the due date of the fee assignment being voided.</p> |
| Calendar(s) | <p>Indicates which calendar(s) to consult when posting course fees.</p> |
| Terms | <p>The term to which the course fee should be assigned. A term must be selected to preview or run the wizard.</p> |
| Fee(s) | <p>Indicates which fee(s) will be assigned to students scheduled in the course. Fees can be selected by either course or by fee.</p> |
| Number of Days | <p>This field is used to indicate the number of calendar days a student must have been enrolled in a course to be eligible for a fee assignment. For example, if a value of 5 is entered, students who withdrew after 4 calendar days of enrollment will not be charged the fee.</p> <ul style="list-style-type: none"> • When a student is scheduled into a course section after the start date of the course section, the number of days is compared to the days between the section end date (or term end date) and the date the student was scheduled into the course. • When a student ends enrollment in a course section, the number of days value is compared to the number of days the student was actively enrolled in the course section until the roster end date. • If this field is left blank, any student scheduled into a course section for any number of days will receive the fee assignment. |

| Option | Description |
|-----------------|---|
| Comments | This field allows the user to attach comments to the fee assignment. Text in this field should be less than 255 characters. |

Create Course Fee Assignments

1. Select the **Create Fee Assignments** Mode.
2. Click the **Next** button.
3. Enter a **Due Date**, if desired.
4. Select a **Calendar(s)** for which to post fees.
5. Indicate the **Term** to consult for posting fees. This field is required.
6. Select the **Fee(s)** to be posted to students' fees tabs.
7. Click the **Next** button.
8. Enter the **Number of Days**, if desired. See the table above for an explanation of this field.
9. Enter **Comments** to be attached to the transaction.
10. Click the **Preview** button to review the transaction. A Course Fee Wizard Report will appear in PDF format listing what fees will be assigned to students.
11. If satisfied with the results of the Preview, click the **Run** button. This will post the fees to the student's **Fees** tab. A summary report will generate in PDF format in another window or tab listing the details of the transaction.

| 10-11 High School | | Course Fees Wizard Report | | |
|--|-----------|---------------------------|--------|--------|
| Generated on 06/03/2011 09:00:42 AM Page 1 | | | | |
| 10-11 High School | | | | |
| Chemistry | | | | |
| Student | Person ID | Name | Fee ID | Amount |
| Student, Ana | 1234 | Chemistry Supplies | 43 | 101.50 |
| Student, Mark | 5678 | Chemistry Supplies | 43 | 101.50 |
| Student, James | 9012 | Chemistry Supplies | 43 | 101.50 |
| Student, Mary | 3456 | Chemistry Supplies | 43 | 101.50 |

Course Fee Wizard Report - Creating a Fee Assignment

Void Course Fee Assignments

Fees are only voided if a fee does not have any payments or adjustments made against them.

1. Select the Void Fee Assignments Mode.
2. Click the **Next** button.
3. Enter a **Due Date**, if desired.
4. Select a **Calendar** for which to void fees.
5. Indicate the **Term** to consult for voiding fees. This field is required.
6. Select the **Fee(s)** to be removed from the students' fees tabs.
7. Click the **Next** button.
8. Enter the **Number of Days**, if desired. See the table above for an explanation of this field.
9. Enter **Comments** to be attached to the transaction.
10. Click the **Preview** button to see review the transaction. A Course Fee Wizard Report will appear in PDF format listing what fees will be removed from the student's Fees tab.
11. If satisfied with the results of the Preview, click the **Run** button. This will removes the fees to the student's **Fees** tab. A summary report will generate in PDF format in another window or tab listing the details of the transaction.

When voiding a fee assignment, the **Fee ID** column of the Summary Report is replaced by **Assignment ID**, indicating the identification number of the fee assignment voided.