Assign Fees

Last Modified on 10/22/2022 9:48 am CDT

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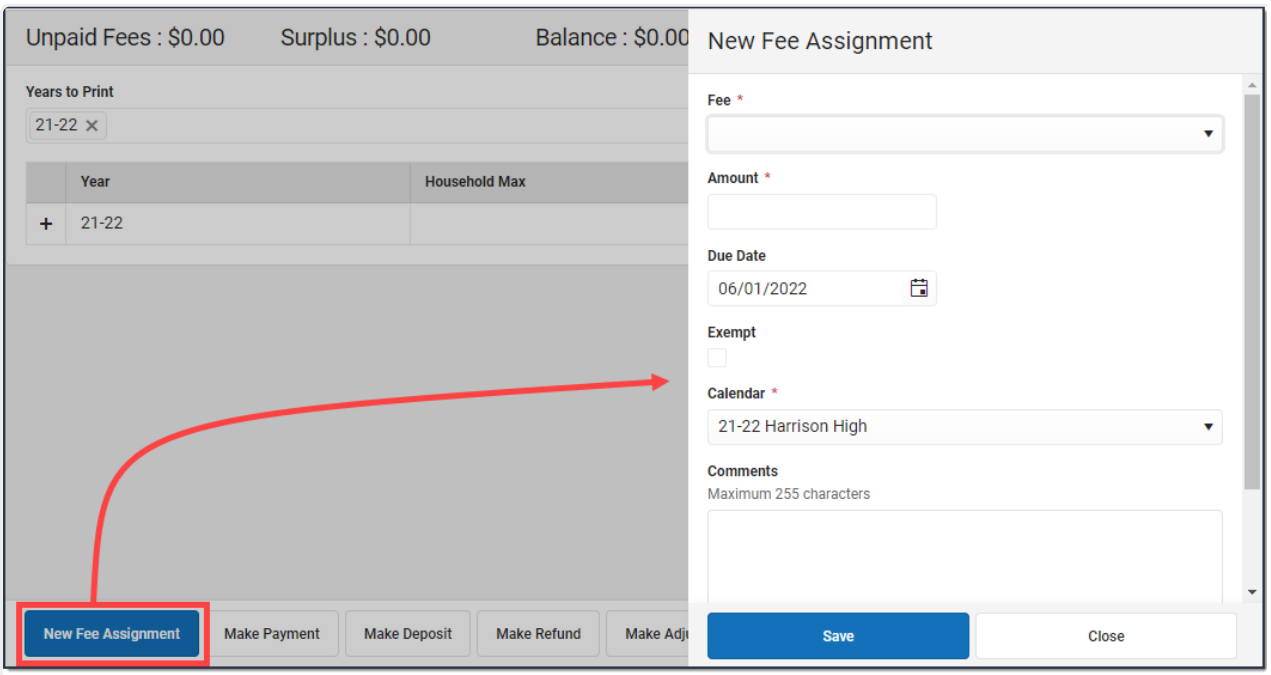
For a fee to appear in the Fees Editor, it must first be assigned to the person, either individually or *en masse* using the Fee Wizard in the Fees section. Fees available for assignment depend on the options set by the school or district and are created in the Fees tool. Only fees that are marked as active can be assigned to students.

Once a fee is assigned to a person, it cannot be deleted, only voided.



New Fee Assignment

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.

   If the fee amount is predetermined, this value appears after the fee description. Otherwise the value will show as 0.00.

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If the fee amount is variable, an asterisk (*) appears after the amount.

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

   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. Clicking the date field opens a calendar of the current month which defaults to the current date.
5. If the person is exempt from paying this fee, mark the **Exempt** checkbox.
6. Select the **Calendar** to which the fee should be assigned.

   The enrollment record from the school/calendar selected in the toolbar is selected by default.

7. Enter any comments related to the fee assignment in the **Comments** field.
8. Click the **Save** button.

   Result

   The new fee displays in the **Fee Editor** with the Unpaid Fees total adjusted appropriately.

Edit a Fee Assignment

Once a fee is assigned, click the Assignment line to display the Assignment panel. The Assignment panel displays the **Fee**, the **Amount** and the **Due Date**, the **Exempt** checkbox, any **Comments** attached to the fee, the calendar in which the fee was created and the name of the user(s) who created and modified the fee. To edit a Fee Assignment,

Only the **Due Date**, **Exempt**, and **Comments** fields can be modified in this panel. To change the amount of a fee, make an adjustment.

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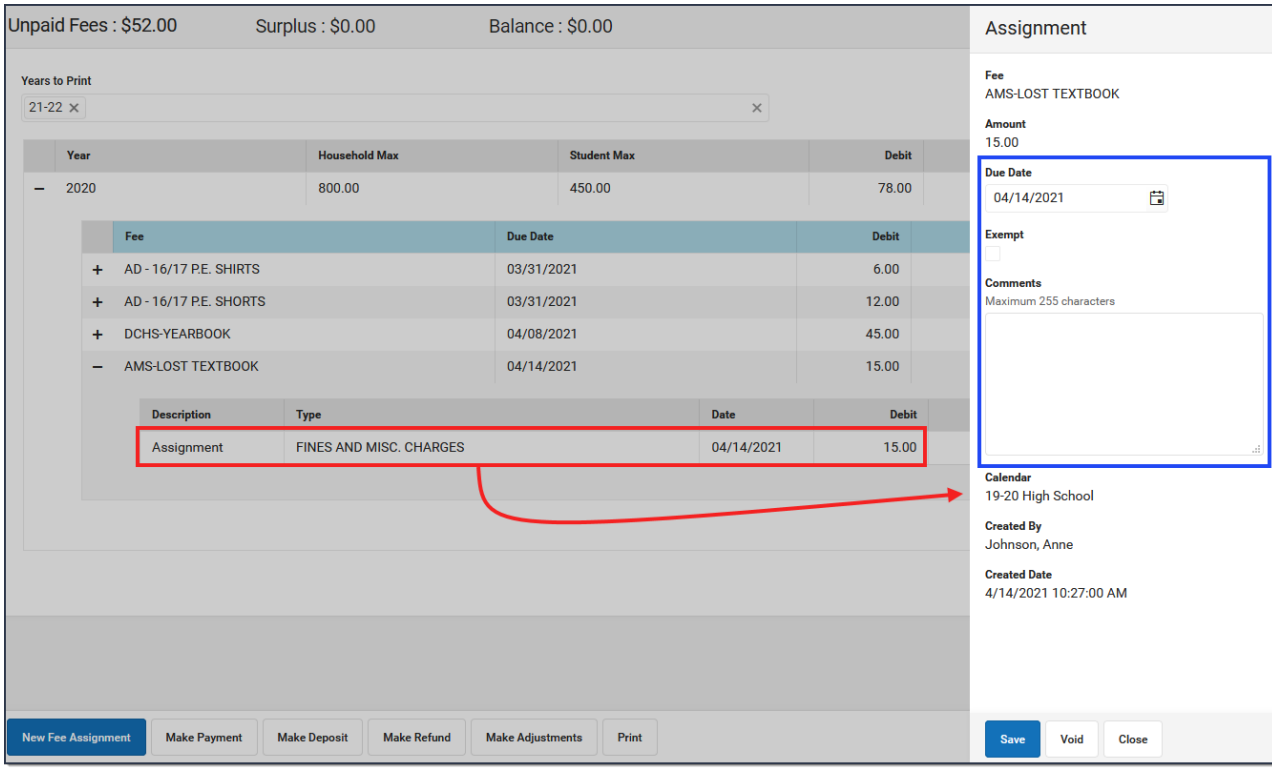

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