

Fees (My Cart)

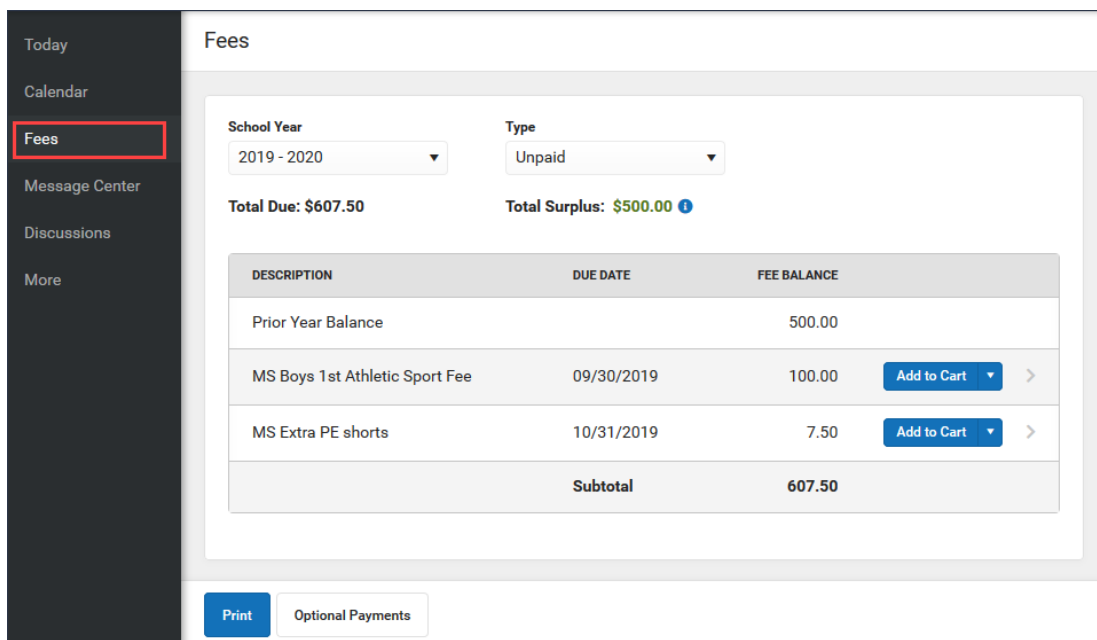
Last Modified on 10/22/2022 9:57 am CDT

Pay a Fee

The **Fees** tool provides a list of all fees assigned to you. Fees may include things like a lab fee for a science course, a fee for a field trip or the cost of an athletic activity. Fees that are still owed and fees that were paid appear in this list, followed by the ongoing balance for all fees.

Where do I go to view and pay fees?

The Fees tool is available in the outline on the left.



DESCRIPTION	DUE DATE	FEE BALANCE
Prior Year Balance		500.00
MS Boys 1st Athletic Sport Fee	09/30/2019	100.00
MS Extra PE shorts	10/31/2019	7.50
Subtotal		607.50

How do I Pay a Fee?

The option to pay fees (Add to Cart) does not display for everyone. This option is only available if your school uses this feature.

1. Select **Fees**.
2. Select **Add to Cart** next to the Fee you want to pay.
3. Select **My Cart**.
4. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).
5. Select **Submit Payment**.

Need more information?

See the following [Pay a Fee](#) section for more detailed information.

How do I find unpaid fees?

Select *Unpaid* in the **Type** dropdown list.

Be sure to select the **School Year** where you have unpaid fees. Campus selects the current year by default; however, if you need to find a fee from a prior year you must select the year in the School Year dropdown list.

Screenshot of the filter interface showing 'School Year' set to '2019 - 2020' and 'Type' set to 'Unpaid'. Below the filters, it shows 'Total Due: \$607.50' and 'Total Surplus: \$500.00'.

How do I pay Optional Fees?

Optional fees are fees that are not assigned to you directly. This could be things like parking stickers, donations to the school, school supplies, etc. Optional Fees are paid using the Optional Payments tool. While adding Fees to My Cart, you can click the **Optional Payments** button to get to the Optional Payments tool.

See the [Optional Payments](#) article for more information about that tool.

Screenshot of the 'Fees' page in the Infinite Campus interface. The page shows a sidebar with navigation options like 'Message Center', 'Today', 'Calendar', etc. The main content area shows 'Fees' with filters for 'Person' (All) and 'School Year' (2019 - 2020). Below the filters, it shows 'Total Due: \$370.00' and a table of fees. At the bottom, there are 'Print' and 'Optional Payments' buttons, with a red arrow pointing to the 'Optional Payments' button.

DESCRIPTION	DUE DATE
FS Classroom Healthy Treat	09/30/2019
Kennedy Activites	09/30/2019

How do I find fees I already paid?

Select *Paid* in the **Type** dropdown list. Fees that are partially paid do not display when **Paid** is selected. Instead, select **Unpaid** and click the arrow next to the partially paid Fee to see the paid amount.

School Year 2019 - 2020 ▼	Type Paid ▼
Total Due: \$607.50	Total Surplus: \$500.00 ⓘ

▶ [Click here to expand...](#)

The [Payment History](#) tool is a good place to review all payments you have made including payments for Fees.

Pay a Fee

The option to pay fees (Add to Cart) does not display for everyone. This option is only available if your school uses this feature.

Step	Action
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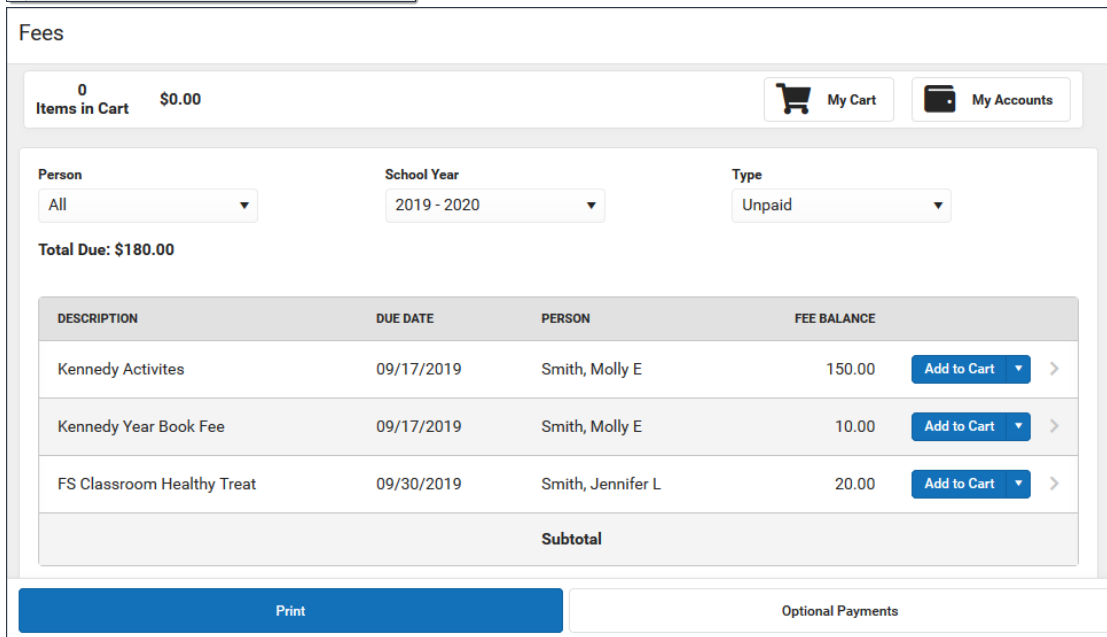
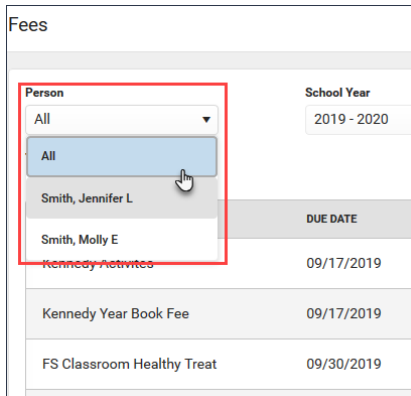
Step Action

1 Select **Fees**.

Result

The Fees screen displays and automatically displays any unpaid fees for the current school year.

If you are using Campus Parent and have access to multiple students, be sure to select the correct student/person in the Person dropdown list. Selecting **All** allows you to see Fees assigned to everyone in your household.

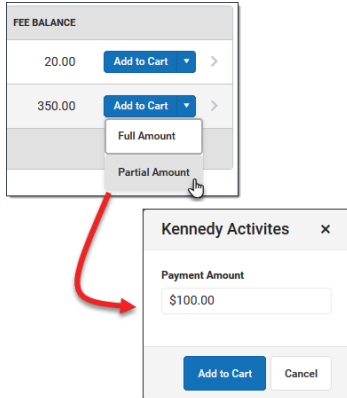


Step 2

Action
Select **Add to cart** next to the Fee you want to pay.

Tips

- If your school allows you to partially pay a fee, click the arrow and select **Partial Amount**. Enter the amount you want to pay then click **Add to Cart**.



- You can add additional Fees before checking out. You can also add [Food Service](#) payments and [Optional Payments](#) before checking out.

Result

Campus puts the Fee in your cart and updates the total items and cost.

Fees







1 Items in Cart \$150.00 My Cart My Accounts

Person: All School Year: 2019 - 2020 Type: Unpaid



Total Due: \$180.00

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	
Kennedy Activites	09/17/2019	Smith, Molly E	150.00	IN CART >
Kennedy Year Book Fee	09/17/2019	Smith, Molly E	10.00	Add to Cart >
FS Classroom Healthy Treat	09/30/2019	Smith, Jennifer L	20.00	Add to Cart >
Subtotal				

Print Optional Payments

Step	Action															
3	<p>Select  My Cart</p> <p>Result The Checkout screen displays. All items added to your cart display. You can click the Remove button if you do not want to pay for an item at this time. Tip: Partial Payments</p> <p>If your district allows you to partially pay a fee, you can change how much you want to pay in the Amount field.</p> <table border="1"> <thead> <tr> <th>FEE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Kennedy Year Book Fee</td> <td>\$10.00 Remove</td> </tr> <tr> <td>Kennedy Activites</td> <td>\$150.00 Remove</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 10px;"> <p>← Back Checkout</p> <p>2 Items in Cart \$160.00  </p> <table border="1"> <thead> <tr> <th>FEE</th> <th>NAME</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Kennedy Year Book Fee</td> <td>Smith, Molly</td> <td>\$10.00 X</td> </tr> <tr> <td>Kennedy Activities</td> <td>Smith, Molly</td> <td>\$150.00 X</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between;"> <div> <p>Payment Method</p> <p><input checked="" type="radio"/>  My Visa</p> <p><input type="radio"/>  My Checking</p> <p>Add Payment Method</p> </div> <div> <p>Subtotal: \$160.00</p> <p>Service Fee: \$5.00</p> <p>Total: \$165.00</p> </div> </div> <p>Email Address for Receipt</p> <p><input type="text" value="user@infinitecampus.com"/></p> <p>Submit Payment  Feedback</p> </div>	FEE	AMOUNT	Kennedy Year Book Fee	\$10.00 Remove	Kennedy Activites	\$150.00 Remove	FEE	NAME	AMOUNT	Kennedy Year Book Fee	Smith, Molly	\$10.00 X	Kennedy Activities	Smith, Molly	\$150.00 X
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Step	Action
4	<p>Select the Payment Method you want to use and enter an Email Address for Receipt (<i>optional</i>).</p> <p>Click the Add Payment Method button if the card or account you want to use is not set up. This option allows you to enter a new Payment Method then returns you to this screen.</p> <div data-bbox="284 495 655 853" style="border: 1px solid black; padding: 10px;"> <p>Payment Method</p> <p><input type="radio"/> DISCOVER DISC</p> <p><input checked="" type="radio"/> echeck CHECK</p> <p><input type="button" value="Add Payment Method"/></p> <p>Email Address for Receipt</p> <p><input type="text" value="user@infinitecampus.com"/></p> </div>

Step	Action									
5	<p data-bbox="276 286 568 315">Select Submit Payment</p> <p data-bbox="276 331 371 360">Result</p> <p data-bbox="276 369 1217 398">A confirmation message displays. Click OK. The Receipt screen displays.</p> <p data-bbox="276 445 946 474">Click the Print button to print a copy of the receipt.</p> <div data-bbox="284 481 1422 1498" style="border: 1px solid #ccc; padding: 10px;"> <p data-bbox="300 501 395 530">Receipt</p> <div data-bbox="304 566 1398 633" style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> 0 Items in Cart \$0.00 <div data-bbox="986 566 1155 633" style="border: 1px solid #ccc; padding: 2px 5px; display: flex; align-items: center;">  My Cart </div> <div data-bbox="1177 566 1398 633" style="border: 1px solid #ccc; padding: 2px 5px; display: flex; align-items: center;">  My Accounts </div> </div> <div data-bbox="304 667 1398 734" style="background-color: #f2f2f2; padding: 5px; text-align: center;"> <p data-bbox="323 680 675 710">Thank you for your payment</p> </div> <div data-bbox="304 745 1398 869" style="border: 1px solid #ccc; padding: 5px;"> <p data-bbox="323 757 754 779">Date: 09/19/2019 Reference #: 181701948</p> <p data-bbox="323 784 1366 840">Thank you for your payment. Credit/Debit card payments are processed simultaneously however, if using e-check processing, the vendor processes it as fast as they can but some are 24-48 hour window to process.</p> </div> <table data-bbox="304 891 1398 1055" style="width: 100%; border-collapse: collapse; border: 1px solid #ccc;"> <thead> <tr> <th data-bbox="304 891 815 920">FEE</th> <th data-bbox="815 891 1262 920">NAME</th> <th data-bbox="1262 891 1398 920">AMOUNT</th> </tr> </thead> <tbody> <tr> <td data-bbox="304 936 815 981">Kennedy Year Book Fee</td> <td data-bbox="815 936 1262 981">Smith, Molly</td> <td data-bbox="1262 936 1398 981">\$10.00</td> </tr> <tr> <td data-bbox="304 1003 815 1048">Kennedy Activites</td> <td data-bbox="815 1003 1262 1048">Smith, Molly</td> <td data-bbox="1262 1003 1398 1048">\$150.00</td> </tr> </tbody> </table> <div data-bbox="304 1088 1398 1406" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p data-bbox="323 1111 475 1133">Service Fee: \$5.00</p> <p data-bbox="323 1160 443 1182">Total: \$165.00</p> <p data-bbox="323 1211 467 1234">Payment Method:</p> <p data-bbox="323 1238 371 1261">VISA</p> <p data-bbox="323 1265 443 1288">My Credit Card</p> <p data-bbox="323 1339 707 1361">Email Address for Receipt: test@testemail.com</p> </div> <div data-bbox="300 1435 1398 1498" style="background-color: #0070C0; color: white; text-align: center; padding: 10px; margin-top: 10px;"> <p data-bbox="831 1451 874 1473">Print</p> </div> </div>	FEE	NAME	AMOUNT	Kennedy Year Book Fee	Smith, Molly	\$10.00	Kennedy Activites	Smith, Molly	\$150.00
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