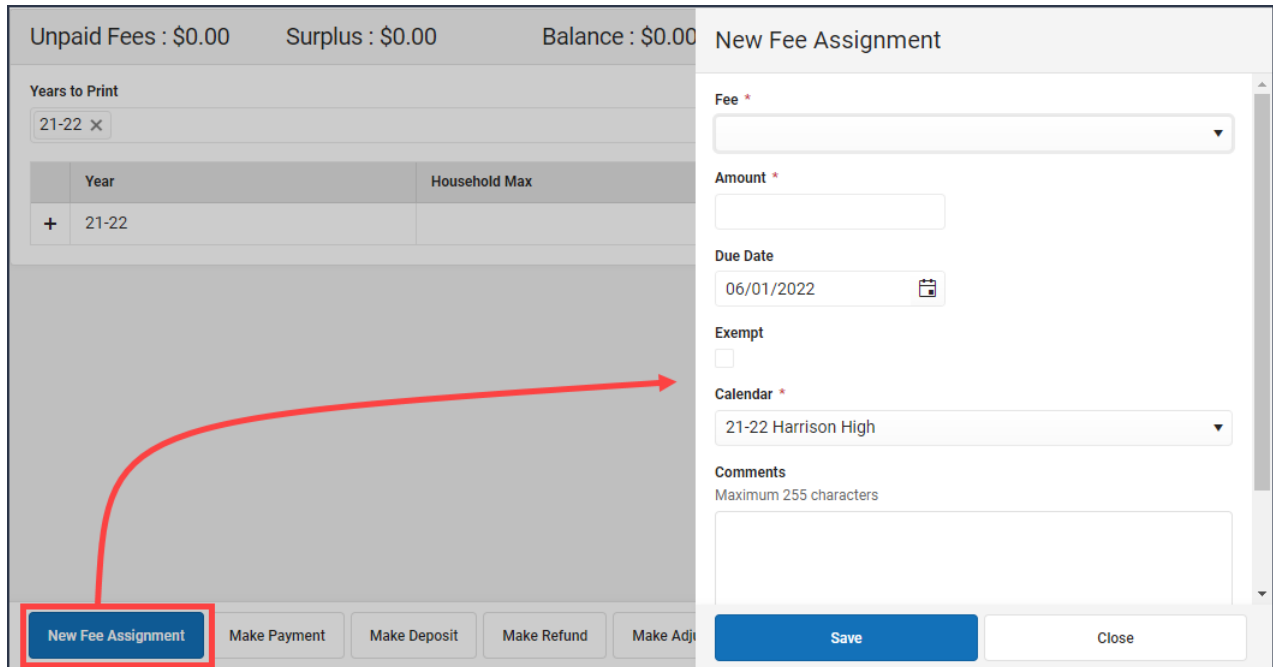


Assign Fees as a How-To

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This guide explains how to assign a fee to a student.



The screenshot shows the Infinite Campus interface. At the top, there are financial summary items: Unpaid Fees : \$0.00, Surplus : \$0.00, and Balance : \$0.00. Below this is a 'Years to Print' section with a dropdown menu showing '21-22'. A table with columns 'Year' and 'Household Max' is visible, with a '+' button next to '21-22'. A red arrow points from the 'New Fee Assignment' button in the bottom left to the 'Fee' dropdown menu in the 'New Fee Assignment' form on the right. The form includes fields for 'Fee *', 'Amount *', 'Due Date' (06/01/2022), 'Exempt' checkbox, 'Calendar *' (21-22 Harrison High), and 'Comments' (Maximum 255 characters). At the bottom of the form are 'Save' and 'Close' buttons.

Before you start

- Fees need to be created for the school in the Fees Editor.
- If your district or school has a maximum amount of fees that can be assessed to a student or to members of a family, the Fee Maximums must be set.

Assigning a Fee

1. Click the New Fee Assignment button.
2. Select the fee in the list.
If the fee is a variable rate fee, an asterisk appears after the fee name. This type of fee allows different values for each assignment, such as a lost library book.
3. Enter the Amount for variable rate fees.
4. Enter or select the fee Due Date.
5. Mark the Exempt checkbox if the student will not need to pay the fee.
6. Select the Calendar for the fee assignment. The active primary enrollment for the student in the active school year is selected by default.

7. Enter any Comments needed.

8. Save the assignment.

The new fee lists in the table, with the Unpaid Fees total updated.

Editing a Fee Assignment

Once a fee is assigned, only the Due Date, Exempt checkbox and Comments can be edited.

What's next

- Adjust Fees
 - Record a Fee Payment
 - Void a Fee Assignment, Payment or Adjustment
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