Student Fees (Portal)

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This document is written for use by parents. Districts can choose to provide this information to their parents or use it as a guide for creating district-owned documentation.

**PATH:** Campus Portal > Family > Fees

The **Fees** tab provides a list of all fees assigned to the student.

Fees can also be viewed for all members of the household in **Family Fees**.

![Image 1: Student Fees](image)

**Fees**

The Student **Fees** tab provides a list of all fees assigned to the selected student. These fees can include a lab fee for a science course, a fee for a field trip or the cost of an athletic activity. Both fees that are still owed and ones that have been paid appear in this list, followed by the ongoing balance for all fees.

Fees only display for students where the portal user (typically, the student’s guardian/parent) is assigned Portal access by the school district.

**Fees Filtering**
Fees can be filtered by a specific school year by selecting the All Years dropdown list. By leaving the option on All Years, a historical reference of all fees assigned, paid, voided, etc., can be reviewed and printed if needed.

Image 2: Student Fees - Filter by Years

Navigating Fees

The Student Fee Statement lists the following:

- The name of the fee assigned to the person (Description)
- The Due Date of the fee
- The Type of fee
- The Date payment was made
- An indication if the student is Exempt from paying the fee
- The amount of the fee (Debit)
- The amount of payments made against the fee (Credit)
- Balance due

Comments entered when the school assigned the fee or entered when a payment was made or voided are visible when hovering over a fee.
Printing Fees

Click the Print button to display a PDF version of the Fee Statement. This print view will print what is selected on the Fees page. For example, if fees for a specific year is selected, that information prints.
Image 5: Student Fees - Printing Fees