Fees (My Cart)

Where do I go to view and pay fees?

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.

How do I Pay a Fee?

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.

⚠️ The option to pay fees (Add to Cart) does not display for everyone. This option is only available if your school uses this feature.
How do I find unpaid fees?

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

How do I find fees I already paid?

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

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.

✔️ 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.

> Show Me...
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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select Fees.</td>
</tr>
</tbody>
</table>

**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.
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**.

![Image](image1.png)

• 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 Table](image2.png)
Select

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
If your district allows you to partially pay a fee, you can change how much you want to pay in the **Amount** field.
Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (optional).

- 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.
Select **Submit Payment**.

**Result**
A confirmation message displays. Click **OK**. The Receipt screen displays.

- Click the **Print** button to print a copy of the receipt.
Thank you for your payment

Date: 09/19/2019    Reference #: 181701948

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.

<table>
<thead>
<tr>
<th>NAME</th>
<th>FEE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Molly</td>
<td>Kennedy Year Book Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Smith, Molly</td>
<td>Kennedy Activities</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

Service Fee: $5.00

Total: $165.00

Payment Method: Visa
My Credit Card

Email Address for Receipt: test@email.com

Print