

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](#).

The screenshot shows the 'Student Fees' portal interface. At the top, it displays 'Student1 Student' and 'SELECT A STUDENT'. The user is identified as 'Welcome Mom Student'. The student's information is: '2011-12 Infinite Campus High S', 'Student Number: 43', and 'Grade: 09'. The 'Infinite Campus' logo is visible in the top right. A sidebar on the left lists navigation options: Student1, Calendar, Schedule, Attendance, Grades, Behavior, Health, Assessment, eTranscript, Graduation Planner, Transportation, Fees, School Choice, To Do List, Reports, Demographics, and Family. The main content area is titled 'Fee Statement' and includes a 'Print' button and a 'Filter By: All Years' dropdown. Below this is a table of fees with columns for Description, Due Date, Type, Date, Exempt, Debit, Credit, and Balance. The table shows two entries for 'CHS Debate Club' (one with adjustments) and one for 'CHS Cheerleading'. A 'Subtotals' row shows a total debit of 225.00 and a credit of 150.00, resulting in an 'Amount Due: 75.00'.

Description	Due Date	Type	Date	Exempt	Debit	Credit	Balance
CHS Debate Club		Activity			75.00		0.00
Adjustment			07/31/2012			18.75	
Adjustment			07/31/2012			56.25	
CHS Debate Club		Activity			75.00		0.00
Adjustment			07/31/2012			18.75	
Adjustment			07/31/2012			56.25	
CHS Cheerleading	08/08/2012	Activity			75.00		75.00
Subtotals					225.00	150.00	75.00

Image 1: Student Fees

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 By leaving the option on All Years, a historical reference of all fees assigned, paid, voided, etc., can be reviewed and printed if needed.

The screenshot shows a web interface for a student's fee statement. At the top, it identifies the student as 'Student1 Student' and provides contact information for the parent. The main content area is titled 'Fee Statement' and contains a table of fees. A 'Filter By' dropdown menu is highlighted with a red box, showing options for 'All Years', '2012-13', and '2011-12'. The table lists various fees such as 'CHS Debate Club' and 'CHS Cheerleading', along with their due dates, types, and amounts. A 'Print' button is located above the table. The total amount due is shown as 75.00.

Description	Due Date	Type	Date	Exempt	Debit	Credit	
CHS Debate Club		Activity			75.00	0.00	
└ Adjustment			07/31/2012			18.75	
└ Adjustment			07/31/2012			56.25	
CHS Debate Club		Activity			75.00	0.00	
└ Adjustment			07/31/2012			18.75	
└ Adjustment			07/31/2012			56.25	
CHS Cheerleading	08/08/2012	Activity			75.00	75.00	
Subtotals					225.00	150.00	75.00

Amount Due: 75.00


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.



Student2 Student
 2011-12 Infinite Campus High S
 Student Number: 44
 Grade: 12


Welcome Mom Student  



Student2

- Calendar >
- Schedule >
- Attendance >
- Grades >
- Behavior >
- Health >
- Assessment >
- eTranscript >
- Graduation Planner >
- Transportation >
- Fees
- School Choice >

Fee Statement

 Filter By: All Years

Fees							
Description	Due Date	Type	Date	Exempt	Debit	Credit	Balance
CHS Debate Club	08/06/2012	Activity			75.00		75.00
CHS Drama Club	08/08/2012	Comments: this comment relates to a fee entered on 8/6			5.00		125.00
Subtotals					200.00	0.00	200.00

Amount Due: 200.00

Image 4: Student Fees - Fee Comments

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.

Student2 Student SELECT A STUDENT Welcome Mom Student Sign Out

2011-12 Infinite Campus High S
Student Number: 44
Grade: 12

Fee Statement

Print Filter By: All Years

Description	Due Date	Type	Date	Exempt	Debit	Credit	Balance
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feeBillingBatch.fop (application/pdf Object) - Mozilla Firefox

https://ie.infinitecampus.com/ie/fees/reports/feeBilling/feeBillingBatch.fop?x=portal.PortalFees-portalBatchReport&x=calendar.Calendar-reportTit

To: Parents/Guardian of Student, James
1212 Maple Lane
Any Town, MN 55555

Student Number: 44
Grade: 12 Gender: F
Total Fees: 2
Total Incurred: \$200.00
Total Paid: \$0.00
Balance Due: \$200.00

Fees

Fee (Type)	Due Date	Fee Amount	Type	Date	Payment/Adjustment Amount	Method	Balance Due
CHS Debate Club (Activity)	08/06/2012	\$75.00					\$75.00
<small>Comments: this comment relates to a fee entered on 8/6</small>							
CHS Drama Club (Course)	08/08/2012	\$125.00					\$125.00
							Total Balance Due for Fees: \$200.00

* stands for variable rate fee.

Image 5: Student Fees - Printing Fees