

Fees (My Cart)

[Where do I go to view and pay fees?](#) | [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.

Today

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Fees

School Year: 2019 - 2020

Type: Unpaid

Total Due: \$607.50

Total Surplus: \$500.00

| 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 |

Print Optional Payments

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.

Screenshot showing the 'Type' dropdown menu set to 'Unpaid'. The 'School Year' is set to '2019 - 2020'. Total Due: \$607.50, Total Surplus: \$500.00.

How do I find fees I already paid?

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

Screenshot showing the 'Type' dropdown menu set to 'Paid'. The 'School Year' is set to '2019 - 2020'. Total Due: \$607.50, 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.

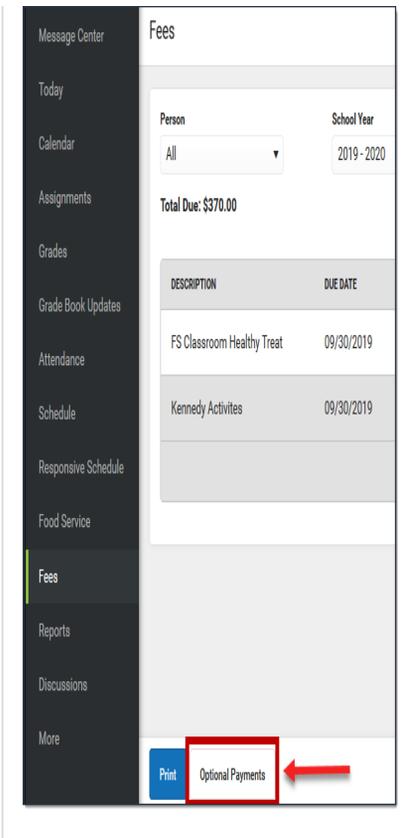


Fees that are partially paid do not display when **Paid** is selected. Instead, select **Unpaid** and click the arrow next to the partially paid Fee to see the paid amount.

[>Show Me...](#)

Screenshot of the 'Optional Payments' tool. The 'Type' dropdown is set to 'Unpaid'. A table shows a 'Class Trip' fee of 400.00 and a 'Payment' of -100.00. The 'Add to Cart' button is highlighted.

| DESCRIPTION | DATE | AMOUNT |
|-------------|------------|---------|
| Class Trip | 09/30/2019 | 500.00 |
| Payment | 09/19/2019 | -100.00 |



i 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 |
|------|--|
| 1 | <p>Select Fees.</p> <p>Result The Fees screen displays and automatically displays any unpaid fees for the current school year.</p> <div style="border: 1px solid green; padding: 10px; margin-top: 10px;"> <p>✓ 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.</p> </div> |

Fees

| Person | School Year |
|----------------------------|-------------|
| All | 2019 - 2020 |
| Smith, Jennifer L | |
| Smith, Molly E | |
| Kennedy Activites | DUE DATE |
| | 09/17/2019 |
| Kennedy Year Book Fee | 09/17/2019 |
| FS Classroom Healthy Treat | 09/30/2019 |

Fees

0 Items in Cart \$0.00 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 | Add to 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 | | | | |

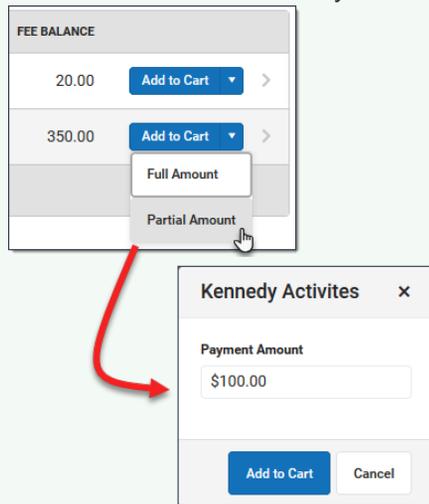
[Print](#) Optional Payments

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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

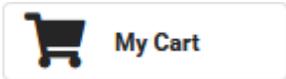
1 Items in Cart \$150.00 My Cart My Accounts

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



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.

| FEE | AMOUNT | |
|-----------------------|---------------------------------------|------------------------|
| Kennedy Year Book Fee | <input type="text" value="\$10.00"/> | Remove |
| Kennedy Activites | <input type="text" value="\$150.00"/> | Remove |

[← Back](#) | Checkout

2 Items in Cart \$160.00  

| NAME | FEE | AMOUNT | |
|--------------|-----------------------|----------|----------------------------|
| Smith, Molly | Kennedy Year Book Fee | \$10.00 | <input type="checkbox"/> X |
| Smith, Molly | Kennedy Activities | \$150.00 | <input type="checkbox"/> X |

Payment Method

 My Visa

 My Checking

Subtotal: \$160.00

Service Fee: \$5.00

Total: \$165.00

Email Address for Receipt

4 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.

Payment Method

DISCOVER DISC

echeck CHECK

Email Address for Receipt

5

Select .

Result

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

Click the **Print** button to print a copy of the receipt.

Receipt

0
Items in Cart \$0.00

 My Cart

 My Accounts

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.

| NAME | FEE | AMOUNT |
|--------------|-----------------------|----------|
| Smith, Molly | Kennedy Year Book Fee | \$10.00 |
| Smith, Molly | Kennedy Activites | \$150.00 |

Service Fee: \$5.00

Total: \$165.00

Payment Method:



My Credit Card

Email Address for Receipt: test@testemail.com

Print