

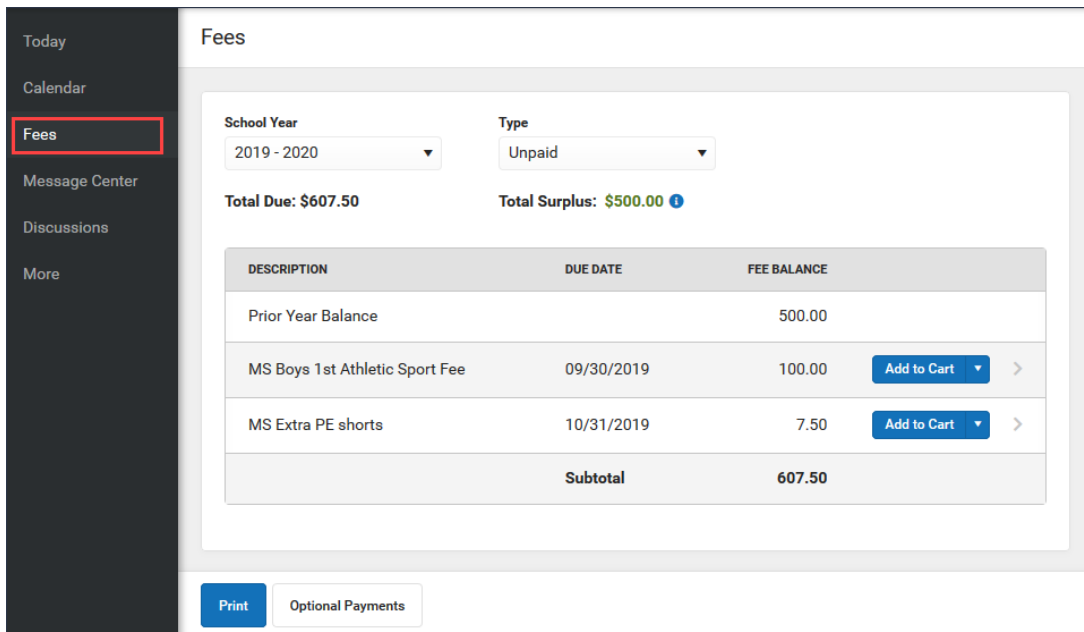
Fees (My Cart)

Last Modified on 07/23/2020 4:55 pm CDT

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.



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

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**.

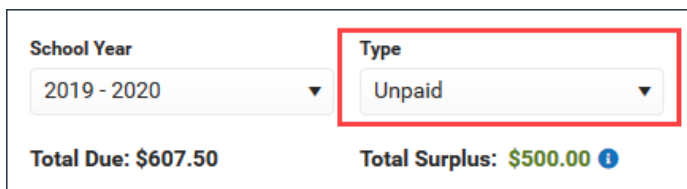
Need more information?

See the following [Pay a Fee](#) section for more detailed information.

How do I find unpaid fees?

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

Be sure to select the **School Year** where you have unpaid fees. Campus selects the current year by default; however, if you need to find a fee from a prior year you must select the year in the School Year dropdown list.



School Year: 2019 - 2020

Type: Unpaid

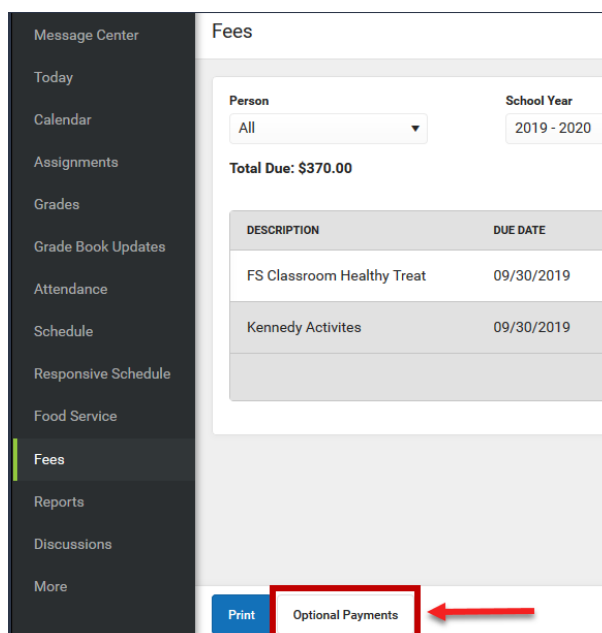
Total Due: \$607.50

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.



Message Center

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Grade Book Updates

Attendance

Schedule

Responsive Schedule

Food Service

Fees

Reports

Discussions

More

Fees

Person: All

School Year: 2019 - 2020

Total Due: \$370.00

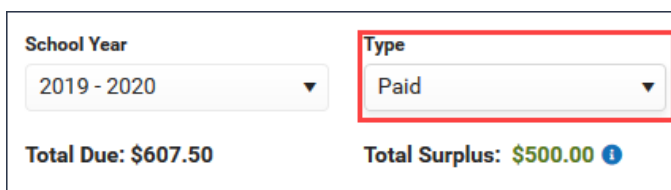
DESCRIPTION	DUE DATE
FS Classroom Healthy Treat	09/30/2019
Kennedy Activites	09/30/2019

Print

Optional Payments

How do I find fees I already paid?

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



School Year: 2019 - 2020

Type: Paid

Total Due: \$607.50

Total Surplus: \$500.00 ⓘ

▶ [Click here to expand...](#)

Fees

School Year: 2018 - 2019

Total Due: \$507.50

Type: Unpaid

Total Surplus: \$500.00

DESCRIPTION	DUE DATE	FEE BALANCE
Class Trip	09/30/2019	400.00
Subtotal		

Buttons: Print, Optional Payments, Add to Cart

Class Trip
Due Date: 09/17/2019

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

Buttons: Close

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</p> <p>The Fees screen displays and automatically displays any unpaid fees for the current school year.</p> <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 style="border: 1px solid gray; padding: 5px;"> <p>Fees</p> <table border="1"> <thead> <tr> <th>Person</th> <th>School Year</th> <th>DUE DATE</th> </tr> </thead> <tbody> <tr> <td>All</td> <td>2019 - 2020</td> <td></td> </tr> <tr> <td>Smith, Jennifer L</td> <td></td> <td></td> </tr> <tr> <td>Smith, Molly E</td> <td></td> <td></td> </tr> <tr> <td>Kennedy Activities</td> <td>09/17/2019</td> <td></td> </tr> <tr> <td>Kennedy Year Book Fee</td> <td>09/17/2019</td> <td></td> </tr> <tr> <td>FS Classroom Healthy Treat</td> <td>09/30/2019</td> <td></td> </tr> </tbody> </table> </div>	Person	School Year	DUE DATE	All	2019 - 2020		Smith, Jennifer L			Smith, Molly E			Kennedy Activities	09/17/2019		Kennedy Year Book Fee	09/17/2019		FS Classroom Healthy Treat	09/30/2019	
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FS Classroom Healthy Treat	09/30/2019																					

Step **Action** **0** **Items in Cart** **\$0.00** **My Cart** **My Accounts**

Person **School Year** **Type**
 All 2019 - 2020 Unpaid

Total Due: \$180.00

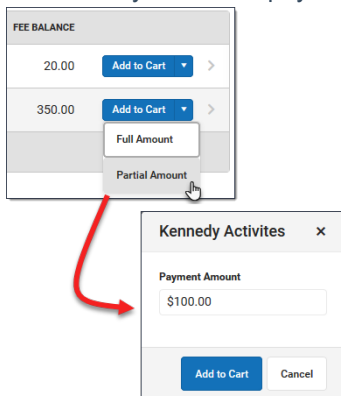
DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	
Kennedy Activites	09/17/2019	Smith, Molly E	150.00	Add to Cart >
Kennedy Year Book Fee	09/17/2019	Smith, Molly E	10.00	Add to Cart >
FS Classroom Healthy Treat	09/30/2019	Smith, Jennifer L	20.00	Add to Cart >
Subtotal				

[Print](#) [Optional Payments](#)

2 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 **School Year** **Type**
 All 2019 - 2020 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 >

Step	Action	Subtotal																					
	<div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between;"> Print Optional Payments </div>																						
3	<p>Select  My Cart.</p> <p>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</p> <p>If your district allows you to partially pay a fee, you can change how much you want to pay in the Amount field.</p> <table border="1" data-bbox="274 712 895 898"> <thead> <tr> <th>FEE</th> <th>AMOUNT</th> <th></th> </tr> </thead> <tbody> <tr> <td>Kennedy Year Book Fee</td> <td>\$10.00</td> <td>Remove</td> </tr> <tr> <td>Kennedy Activites</td> <td>\$150.00</td> <td>Remove</td> </tr> </tbody> </table> <div data-bbox="274 904 1043 1856" style="border: 1px solid black; padding: 10px;"> <p>← Back Checkout</p> <hr/> <p>2 Items in Cart \$160.00</p> <div style="display: flex; justify-content: flex-end; gap: 10px;">   </div> <table border="1" data-bbox="274 1160 1043 1368"> <thead> <tr> <th>FEE</th> <th>NAME</th> <th>AMOUNT</th> <th></th> </tr> </thead> <tbody> <tr> <td>Kennedy Year Book Fee</td> <td>Smith, Molly</td> <td>\$10.00</td> <td>X</td> </tr> <tr> <td>Kennedy Activities</td> <td>Smith, Molly</td> <td>\$150.00</td> <td>X</td> </tr> </tbody> </table> <div data-bbox="300 1429 528 1608"> <p>Payment Method</p> <p><input checked="" type="radio"/>  My Visa</p> <p><input type="radio"/>  My Checking</p> <p>Add Payment Method</p> </div> <div data-bbox="655 1435 850 1570" style="margin-left: 20px;"> <p>Subtotal: \$160.00</p> <p>Service Fee: \$5.00</p> <p>Total: \$165.00</p> </div> <div data-bbox="300 1659 1018 1727" style="margin-top: 10px;"> <p>Email Address for Receipt</p> <p>user@infinitecampus.com</p> </div> <div data-bbox="300 1783 1002 1845" style="margin-top: 10px; display: flex; justify-content: space-between;"> Submit Payment  Feedback </div> </div>	FEE	AMOUNT		Kennedy Year Book Fee	\$10.00	Remove	Kennedy Activites	\$150.00	Remove	FEE	NAME	AMOUNT		Kennedy Year Book Fee	Smith, Molly	\$10.00	X	Kennedy Activities	Smith, Molly	\$150.00	X	
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Kennedy Activities	Smith, Molly	\$150.00	X																				
4	<p>Select the Payment Method you want to use and enter an Email Address for Receipt (<i>optional</i>).</p> <p>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.</p>																						

Step	Action									
	<div data-bbox="272 181 639 528"> <p>Payment Method</p> <p> DISCOVER DISC</p> <p> CHECK</p> <p><input type="button" value="Add Payment Method"/></p> <p>Email Address for Receipt</p> <p><input type="text" value="user@infinitecampus.com"/></p> </div>									
5	<div data-bbox="264 562 544 622"> <p>Select <input type="button" value="Submit Payment"/></p> </div> <p>Result</p> <p>A confirmation message displays. Click OK. The Receipt screen displays.</p> <p>Click the Print button to print a copy of the receipt.</p> <div data-bbox="272 775 1422 1805"> <p>Receipt</p> <hr/> <p>0 Items in Cart \$0.00 My Cart My Accounts</p> <hr/> <p>Thank you for your payment</p> <p>Date: 09/19/2019 Reference #: 181701948</p> <p>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.</p> <table border="1"> <thead> <tr> <th>FEE</th> <th>NAME</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Kennedy Year Book Fee</td> <td>Smith, Molly</td> <td>\$10.00</td> </tr> <tr> <td>Kennedy Activites</td> <td>Smith, Molly</td> <td>\$150.00</td> </tr> </tbody> </table> <p>Service Fee: \$5.00</p> <p>Total: \$165.00</p> <p>Payment Method: VISA My Credit Card</p> <p>Email Address for Receipt: test@testemail.com</p> <hr/> <p style="text-align: center;"><input type="button" value="Print"/></p> </div>	FEE	NAME	AMOUNT	Kennedy Year Book Fee	Smith, Molly	\$10.00	Kennedy Activites	Smith, Molly	\$150.00
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