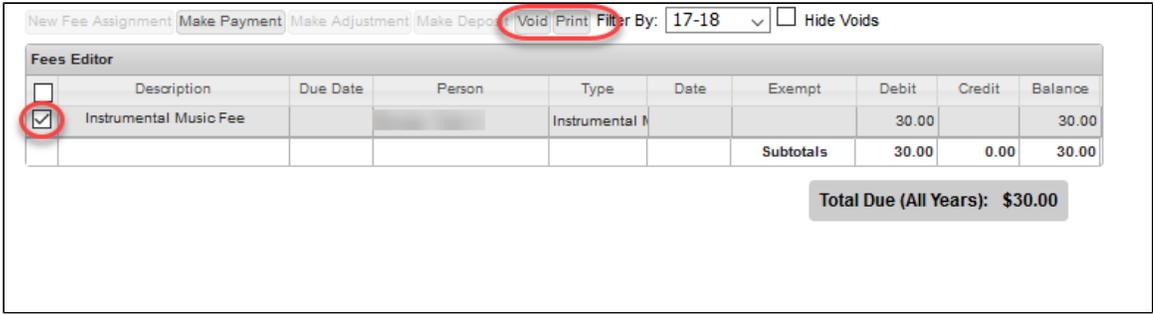
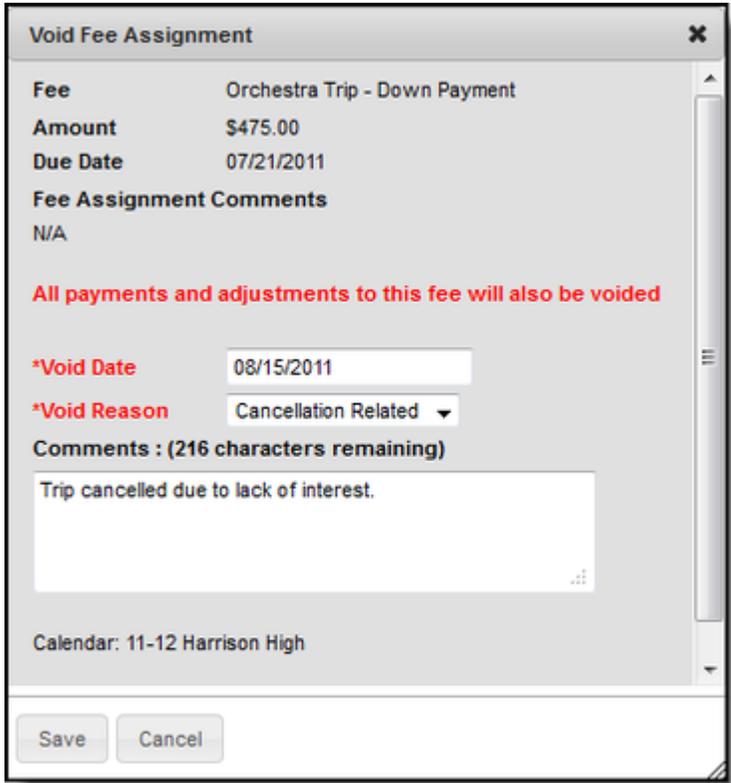


# Void a Fee for Individual Student

**PATH:** Student Information > General > Fees

Fees can be voided if the fee is not going to be collected. Common reasons for voiding a fee include the fee being incorrectly assigned, an activity was cancelled, or the fee is somehow uncollectable.

<p>1 Mark the checkbox next to the Fee you want to void.</p>	 <p>New Fee Assignment   Make Payment   Make Adjustment   Make Deposit   <b>Void</b>   Print   Filter By: 17-18   Hide Voids</p> <p><b>Fees Editor</b></p> <table border="1"> <thead> <tr> <th>Description</th> <th>Due Date</th> <th>Person</th> <th>Type</th> <th>Date</th> <th>Exempt</th> <th>Debit</th> <th>Credit</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Instrumental Music Fee</td> <td></td> <td></td> <td>Instrumental M</td> <td></td> <td></td> <td>30.00</td> <td></td> <td>30.00</td> </tr> <tr> <td colspan="6"><b>Subtotals</b></td> <td>30.00</td> <td>0.00</td> <td>30.00</td> </tr> </tbody> </table> <p><b>Total Due (All Years): \$30.00</b></p>	Description	Due Date	Person	Type	Date	Exempt	Debit	Credit	Balance	<input checked="" type="checkbox"/> Instrumental Music Fee			Instrumental M			30.00		30.00	<b>Subtotals</b>						30.00	0.00	30.00
Description	Due Date	Person	Type	Date	Exempt	Debit	Credit	Balance																				
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<b>Subtotals</b>						30.00	0.00	30.00																				
<p>2 Click <b>Void</b>.</p>	<p>The Void Fee Assignment window displays.</p>  <p><b>Void Fee Assignment</b></p> <p><b>Fee</b> Orchestra Trip - Down Payment  <b>Amount</b> \$475.00  <b>Due Date</b> 07/21/2011  <b>Fee Assignment Comments</b>      N/A</p> <p><b>All payments and adjustments to this fee will also be voided</b></p> <p><b>*Void Date</b> 08/15/2011  <b>*Void Reason</b> Cancellation Related  <b>Comments : (216 characters remaining)</b>      Trip cancelled due to lack of interest.</p> <p>Calendar: 11-12 Harrison High</p> <p>Save Cancel</p>																											
<p>3 Adjust the <b>Void Date</b> as needed.</p>																												
<p>4 Identify the reason for the void in the <b>Void Reason</b> drop down list.</p>																												

5	Enter any <b>Comments</b> regarding the voided fee.	
6	Click <b>Save</b> when finished.	