

# Individual Student Fee (Fee Tab)

## Add Fees To Individual Students

Once on a students record:

1. Click on **Fees**
2. Click on **New Fee Assignments**
3. Select **Fee** from drop down list
4. Select the **Calendar** to assign the fee to
5. Click **Save**

Year: 17-18 School: Centennial High School

Nickname: Not an LEP student

Grade: 11 # DOB: Gender: Counselor:

Summary Enrollments Schedule Attendance Flags Grades Transcript Credit Summary

Athletics AdHoc Letters Waiver Records Transfer Report Comments Pupil Services

Behavior Dates and Times Admin Contact Log Career Center GPAs Person Documents Roll Forward Rules

Yearly Cumulative GPA ACE ACE GPA Project Connect Project Connect Services School Choice

Assessment Behavior Transportation **Fees** Lockers Graduation Documents Student Miscellaneous

New Fee Assignment Make Payment Make Adjustment Make Deposit Void Print Filter By: 17-18 Hide Voids

**Fees Editor**

**New Fee Assignment**

**\*Fee** Orchestra 20.00

**\*Amount** 20.00

**Due Date** 09/15/2017

**Exempt**

**\*Calendar** 17-18 Centennial HS

**Comments (255 characters remaining)**

Cancel Save

Amount	Debit	Credit	Balance
	10.00		10.00
<b>Totals</b>	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>

**Total Due (All Years): \$20.00**

After clicking **Save** the fee will be added to the students fees tab.

**Due Date** is not a required field and can be left blank.

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**Fees Editor**

Description	Due Date	Person	Type	Date	Exempt	Debit	Credit	Balance
Science			Science Class			10.00		10.00
Orchestra	09/15/2017		Marching Banc			20.00		20.00
<b>Subtotals</b>						<b>30.00</b>	<b>0.00</b>	<b>30.00</b>

**Total Due (All Years): \$40.00**