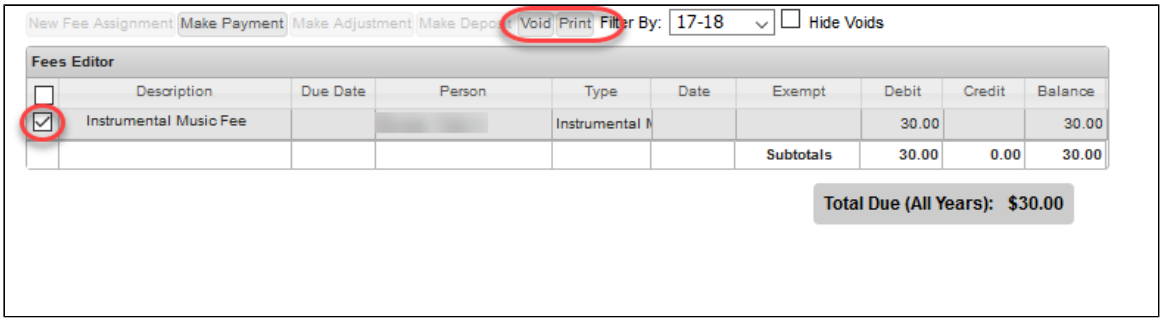
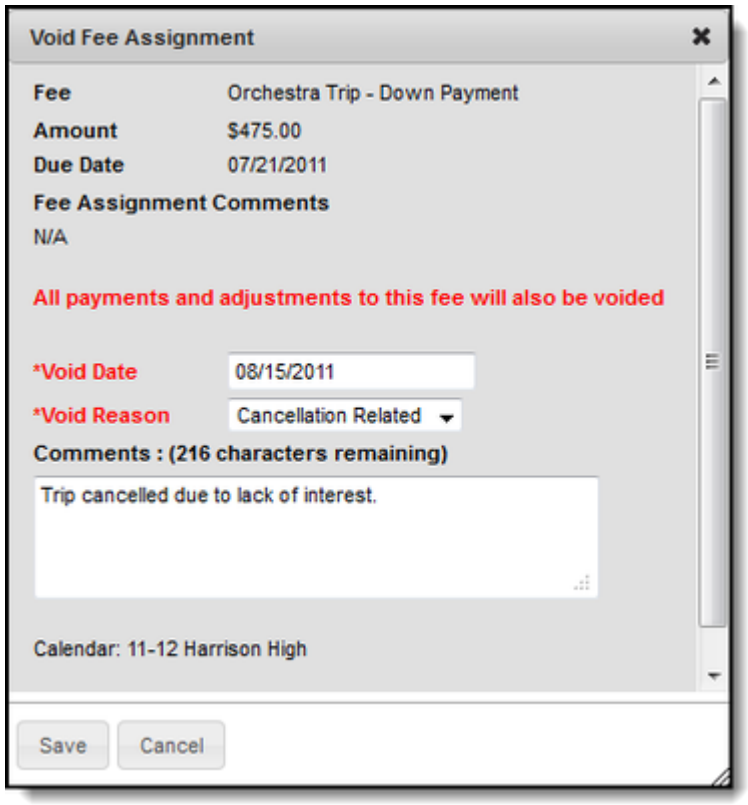
Void a Fee for Individual Student

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.

1	Mark the checkbox next to the Fee you want to void.	
2	Click **Void**.	The Void Fee Assignment window displays. 
3	Adjust the **Void Date** as needed.	
4	Identify the reason for the void in the **Void Reason** dr op down list.	

5	Enter any **Comments** regarding the voided fee.	
6	Click **Save** when finished.	