

# Student Fees (Portal)

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**PATH:** *Campus Portal > Family > Fees*

The **Fees** tab provides a list of all fees assigned to the student.

Fees can also be viewed for all members of the household in [Family Fees](#).

The screenshot displays the 'Student Fees' portal interface. At the top, it shows 'Student1 Student' and a 'SELECT A STUDENT' dropdown. The student's information is listed as '2011-12 Infinite Campus High S', 'Student Number: 43', and 'Grade: 09'. A 'Welcome Mom Student' message and a 'Sign Out' button are also present. The left sidebar contains a navigation menu with options like Calendar, Schedule, Attendance, Grades, Behavior, Health, Assessment, eTranscript, Graduation Planner, Transportation, Fees, School Choice, To Do List, Reports, Demographics, and Family. The main content area is titled 'Fee Statement' and features a 'Print' button and a 'Filter By' dropdown set to 'All Years'. Below this is a table of fees:

Description	Due Date	Type	Date	Exempt	Debit	Credit	Balance
☐ CHS Debate Club		Activity			75.00		0.00
└ Adjustment			07/31/2012			18.75	
└ Adjustment			07/31/2012			56.25	
☐ CHS Debate Club		Activity			75.00		0.00
└ Adjustment			07/31/2012			18.75	
└ Adjustment			07/31/2012			56.25	
CHS Cheerleading	08/08/2012	Activity			75.00		75.00
<b>Subtotals</b>					<b>225.00</b>	<b>150.00</b>	<b>75.00</b>

**Amount Due: 75.00**

Image 1: Student Fees

## Fees

The Student **Fees** tab provides a list of all fees assigned to the selected student. These fees can include a lab fee for a science course, a fee for a field trip or the cost of an athletic activity. Both fees that are still owed and ones that have been paid appear in this list, followed by the ongoing balance for all fees.

Fees only display for students where the portal user (typically, the student's guardian/parent) is assigned Portal access by the school district.

## Fees Filtering

Fees can be filtered by a specific school year by selecting the All Years dropdown list. By leaving the option on All Years, a historical reference of all fees assigned, paid, voided, etc., can be reviewed and printed if needed.

The screenshot shows the 'Student1 Student' interface. At the top, it displays '2011-12 Infinite Campus High S', 'Student Number: 43', and 'Grade: 09'. A 'Fee Statement' is shown for 'Student1'. A 'Filter By:' dropdown menu is open, showing options: 'All Years', '2012-13', and '2011-12'. The table below lists fees with columns: Description, Due Date, Type, Date, Exempt, Debit, and Credit. A 'Print' button is located above the table. The total amount due is 75.00.

Description	Due Date	Type	Date	Exempt	Debit	Credit
CHS Debate Club		Activity			75.00	0.00
└ Adjustment			07/31/2012			18.75
└ Adjustment			07/31/2012			56.25
CHS Debate Club		Activity			75.00	0.00
└ Adjustment			07/31/2012			18.75
└ Adjustment			07/31/2012			56.25
CHS Cheerleading	08/08/2012	Activity			75.00	75.00
<b>Subtotals</b>					<b>225.00</b>	<b>150.00</b>
						<b>75.00</b>

**Amount Due: 75.00**

Image 2: Student Fees - Filter by Years

## Navigating Fees

The Student Fee Statement lists the following:

- The name of the fee assigned to the person (**Description**)
- The **Due Date** of the fee
- The **Type** of fee
- The **Date** the fee was assigned
- An indication if the student is **Exempt** from paying the fee
- The amount of the fee (**Debit**)
- The amount of payments made against the fee (**Credit**)
- **Balance** due

Comments entered when the school assigned the fee or entered when a payment was made or voided are visible when hovering over a fee.

The screenshot shows the 'Student2 Student' portal interface. At the top, it displays '2011-12 Infinite Campus High S', 'Student Number: 44', and 'Grade: 12'. A navigation menu on the left includes options like Calendar, Schedule, Attendance, Grades, Behavior, Health, Assessment, eTranscript, Graduation Planner, Transportation, Fees, and School Choice. The main content area is titled 'Fee Statement' and includes a 'Print' button and a 'Filter By: All Years' dropdown. Below this is a table of fees with columns for Description, Due Date, Type, Date, Exempt, Debit, Credit, and Balance. The table lists two fees: 'CHS Debate Club' (75.00) and 'CHS Drama Club' (125.00). A 'Subtotals' row shows a total debit of 200.00 and a balance of 200.00. A red box highlights a comment field for the 'CHS Drama Club' fee, containing the text: 'Comments: this comment relates to a fee entered on 8/6/2012'. The total amount due is displayed as 200.00.

Description	Due Date	Type	Date	Exempt	Debit	Credit	Balance
CHS Debate Club	08/06/2012	Activity			75.00		75.00
CHS Drama Club	08/08/2012				125.00		125.00
<b>Subtotals</b>					<b>200.00</b>	<b>0.00</b>	<b>200.00</b>

**Amount Due: 200.00**

Image 4: Student Fees - Fee Comments

## Printing Fees

Click the Print button to display a PDF version of the Fee Statement. This print view will print what is selected on the Fees page. For example, if fees for a specific year is selected, that information prints.

The screenshot shows the Infinite Campus portal interface. At the top, it displays 'Student2 Student' and 'Welcome Mom Student'. The user is identified as '2011-12 Infinite Campus High 5', 'Student Number: 44', and 'Grade: 12'. A sidebar on the left lists various navigation options like 'Calendar', 'Schedule', 'Attendance', etc. The main content area is titled 'Fee Statement' and includes a 'Print' button (highlighted with a red box and arrow) and a 'Filter By: All Years' dropdown. Below this is a table with columns: Description, Due Date, Type, Date, Exempt, Debit, Credit, and Balance. An overlaid browser window shows a PDF of the fee statement with the following details:

To: Parents/Guardian of Student, James  
 1212 Maple Lane  
 Any Town, MN 55555

Student Number: 44  
 Grade: 12 Gender: F  
 Total Fees: 2  
 Total Incurred: \$200.00  
 Total Paid: \$0.00  
**Balance Due: \$200.00**

Fee (Type)	Due Date	Fee Amount	Payment/Adjustment				Balance Due
			Type	Date	Amount	Method	
CHS Debate Club (Activity)	08/06/2012	\$75.00					\$75.00
<i>Comments: this comment relates to a fee entered on 8/6</i>							
CHS Drama Club (Course)	08/08/2012	\$125.00					\$125.00
* stands for variable rate fee.							<b>Total Balance Due for Fees: \$200.00</b>

Image 5: Student Fees - Printing Fees