

Fees (My Cart)

Last Modified on 05/27/2022 2:37 pm CDT

Pay a Fee

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.

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.

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Grade Book Updates

Attendance

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Responsive Schedule

Food Service

Fees

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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...](#)

The [Payment History](#) tool is a good place to review all payments you have made including payments for Fees.

Pay a Fee

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Step	Action
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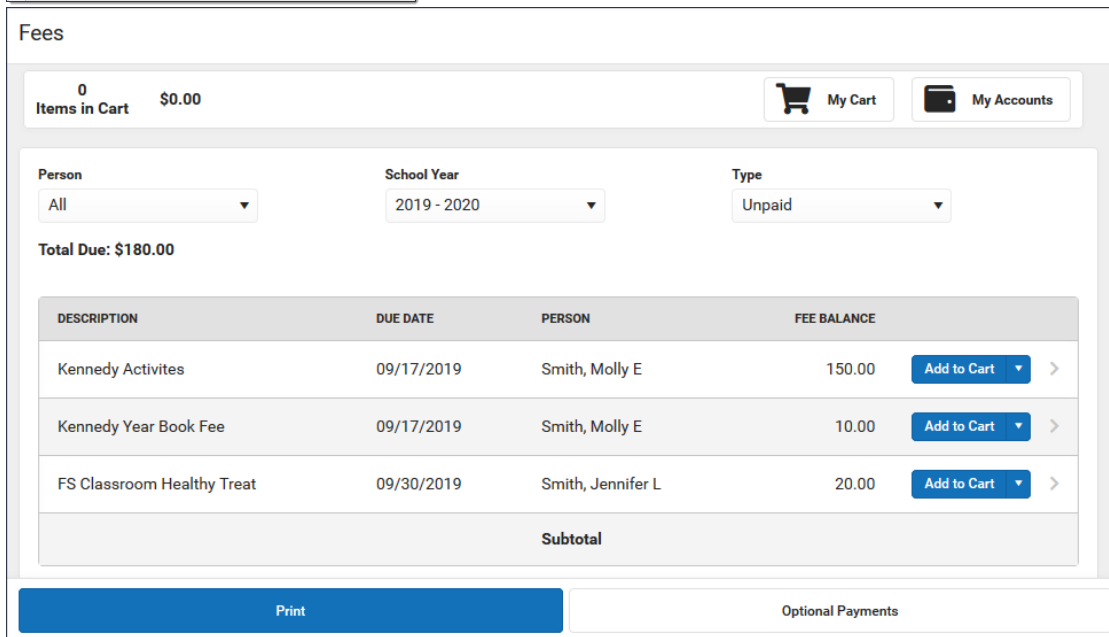
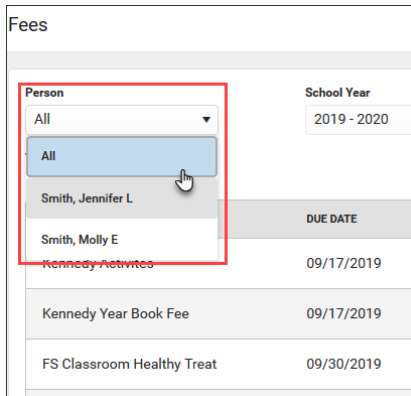
Step Action

1 Select **Fees**.

Result

The Fees screen displays and automatically displays any unpaid fees for the current school year.

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.

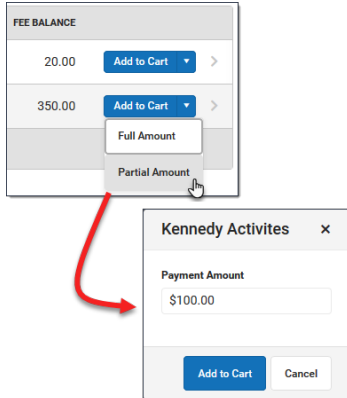


Step 2

Action
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: All School Year: 2019 - 2020 Type: 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 >
Subtotal				

Print Optional Payments

Step	Action															
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"> <thead> <tr> <th>FEE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Kennedy Year Book Fee</td> <td>\$10.00 Remove</td> </tr> <tr> <td>Kennedy Activites</td> <td>\$150.00 Remove</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 10px;"> <p>← Back Checkout</p> <p>2 Items in Cart \$160.00 </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 X</td> </tr> <tr> <td>Kennedy Activities</td> <td>Smith, Molly</td> <td>\$150.00 X</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between;"> <div> <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> <p>Subtotal: \$160.00</p> <p>Service Fee: \$5.00</p> <p>Total: \$165.00</p> </div> </div> <p>Email Address for Receipt</p> <p><input type="text" value="user@infinitecampus.com"/></p> <p>Submit Payment Feedback</p> </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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Step	Action
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> <div data-bbox="284 495 655 853" style="border: 1px solid black; padding: 10px;"> <p>Payment Method</p> <p><input type="radio"/> DISCOVER DISC</p> <p><input checked="" type="radio"/> echeck 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>

Step	Action									
5	<p data-bbox="276 286 568 315">Select <a data-bbox="371 286 568 315" href="#" style="background-color: #0070C0; color: white; padding: 2px 10px; border-radius: 3px;">Submit Payment</p> <p data-bbox="276 331 371 360">Result</p> <p data-bbox="276 369 1217 398">A confirmation message displays. Click OK. The Receipt screen displays.</p> <p data-bbox="276 448 946 477">Click the Print button to print a copy of the receipt.</p> <div data-bbox="284 481 1422 1500" style="border: 1px solid #ccc; padding: 10px;"> <p data-bbox="300 504 395 533">Receipt</p> <div data-bbox="304 566 1398 633" style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> 0 Items in Cart \$0.00 <div data-bbox="986 566 1153 633" style="border: 1px solid #ccc; padding: 2px 5px; display: flex; align-items: center;">  My Cart </div> <div data-bbox="1177 566 1398 633" style="border: 1px solid #ccc; padding: 2px 5px; display: flex; align-items: center;">  My Accounts </div> </div> <p data-bbox="323 683 675 712" style="text-align: center; margin-top: 10px;">Thank you for your payment</p> <div data-bbox="323 757 1369 846" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p data-bbox="323 757 754 786">Date: 09/19/2019 Reference #: 181701948</p> <p data-bbox="323 786 1369 846">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> </div> <table data-bbox="304 891 1398 1055" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th data-bbox="304 891 815 920">FEE</th> <th data-bbox="815 891 1262 920">NAME</th> <th data-bbox="1262 891 1398 920">AMOUNT</th> </tr> </thead> <tbody> <tr> <td data-bbox="304 936 815 965">Kennedy Year Book Fee</td> <td data-bbox="815 936 1262 965">Smith, Molly</td> <td data-bbox="1262 936 1398 965" style="text-align: right;">\$10.00</td> </tr> <tr> <td data-bbox="304 1003 815 1032">Kennedy Activites</td> <td data-bbox="815 1003 1262 1032">Smith, Molly</td> <td data-bbox="1262 1003 1398 1032" style="text-align: right;">\$150.00</td> </tr> </tbody> </table> <div data-bbox="323 1111 480 1140" style="margin-top: 10px;">Service Fee: \$5.00</div> <div data-bbox="323 1160 443 1189" style="margin-top: 5px;">Total: \$165.00</div> <div data-bbox="323 1211 467 1290" style="margin-top: 10px;"> Payment Method: VISA My Credit Card </div> <div data-bbox="323 1339 703 1368" style="margin-top: 10px;"> Email Address for Receipt: test@testemail.com </div> <div data-bbox="300 1435 1398 1491" style="border: 1px solid #0070C0; background-color: #0070C0; color: white; text-align: center; padding: 5px; margin-top: 10px; width: fit-content; margin: 0 auto;"> Print </div> </div>	FEE	NAME	AMOUNT	Kennedy Year Book Fee	Smith, Molly	\$10.00	Kennedy Activites	Smith, Molly	\$150.00
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