

FEES TAB INSTRUCTIONS

The fees tab will show all fees that have been assessed to a student, the payments that have been made and their current balance. The Print icon will generate a billing statement for the student.

Fee Assignment List					
Due Date	Description	Type	Debit	Credit	Balance Due
06/06/2005	TX-001 (Textbook Lost)		\$15.97	\$0.00	\$15.97
03/01/2005	LB-001 (Libry Book Lost)		\$16.00	\$16.00	\$0.00
	Payment \$16.00 Date: 03/27/2009	Check:		\$16.00	
Net			Payment: \$16.00	\$31.97	\$16.00
				\$15.97	

ADDING A FEE ASSIGNMENT TO AN INDIVIDUAL STUDENT

A mass fee assignment wizard is available in System Administration to give a grade or defined group of student a fee, such as all 12th graders being assigned a graduation fee.

1. Select the new Fee Assignment tool.
2. Select the fee from the district-defined list. The amount of the fee is listed after the name of the fee. Any fees with an asterisk are variable rate fees, which allow the amount to vary, as in the case of a lost book fee.
3. Enter a due date for the fee (use today's date).
4. If the fee is waived, check the exempt box.
5. Click Save.

Fee Assignment Detail	
*Fee	*Amount
LB-001 (Libry Book Lost) \$0.00*	\$ 19.95
Due Date	Exempt
08/14/2009	<input type="checkbox"/>
Comments	
876-Book of Trivia Facts	

ENTERING A PAYMENT

1. Select a new payment from the top of the Fee tab.
2. Enter a date for the payment, or select the date using the calendar tool.
3. If the student is making a partial payment, enter the amount in the Payment

Fee Payment Detail				
*Payment Date	*Payment Amount	Balance		
09/03/2009	\$ 24.95 <input type="button" value="Clear"/>	\$ 35.92 <input type="button" value="Fill"/>		
Payment Type				
<input checked="" type="radio"/> Cash <input type="radio"/> Check <input type="radio"/> Credit Card				
Comments				
Payment Distribution				
Fee	Amount	Balance	Old Credit	New Credit
LB-001 (Libry Book Lost)	\$19.95	\$19.95	\$0.00	\$ 19.95
TX-001 (Textbook Lost)	\$15.97	\$15.97	\$0.00	\$ 5

Amount field. Clicking the fill button will then credit fees beginning with the most recent fee assigned to the student. The distribution may be changed as needed.

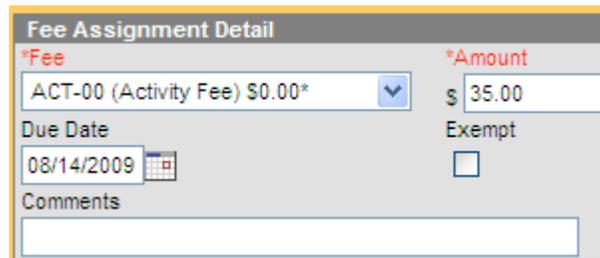
4. If the student is paying off all fees, clicking the Fill button to the right of the Balance will credit all fees and set the student's balance to zero.
5. Select the type of payment. If a check or credit card is used, an additional field will appear for the check number or credit card authorization number. (At this time credit cards are not used for payment of fees.)
6. When finished, click Save.

STUDENT ACTIVITY FEES

The Omaha Public Schools **Student Activity Fee** is to be recorded in the Fees Tab of Infinite Campus.

ADDING A STUDENT ACTIVITY FEE

1. Select the new Fee Assignment tool.
2. Select **Activity Fee (ACT-00 (Activity Fee))** from the district-defined list.
3. Enter the appropriate amount of the fee.
(**HS** = \$35, **MS** = \$15, **ELEM** = \$15.)
4. Enter a due date for the fee (use today's date).
5. If the fee is waived, check the exempt box.
6. Click Save.



The screenshot shows the 'Fee Assignment Detail' form. It includes a dropdown menu for the fee type, currently set to 'ACT-00 (Activity Fee) \$0.00*'. To the right, the amount is entered as '\$ 35.00'. Below the dropdown, the 'Due Date' is set to '08/14/2009' with a calendar icon. An 'Exempt' checkbox is present and is currently unchecked. A 'Comments' field is located at the bottom of the form.