

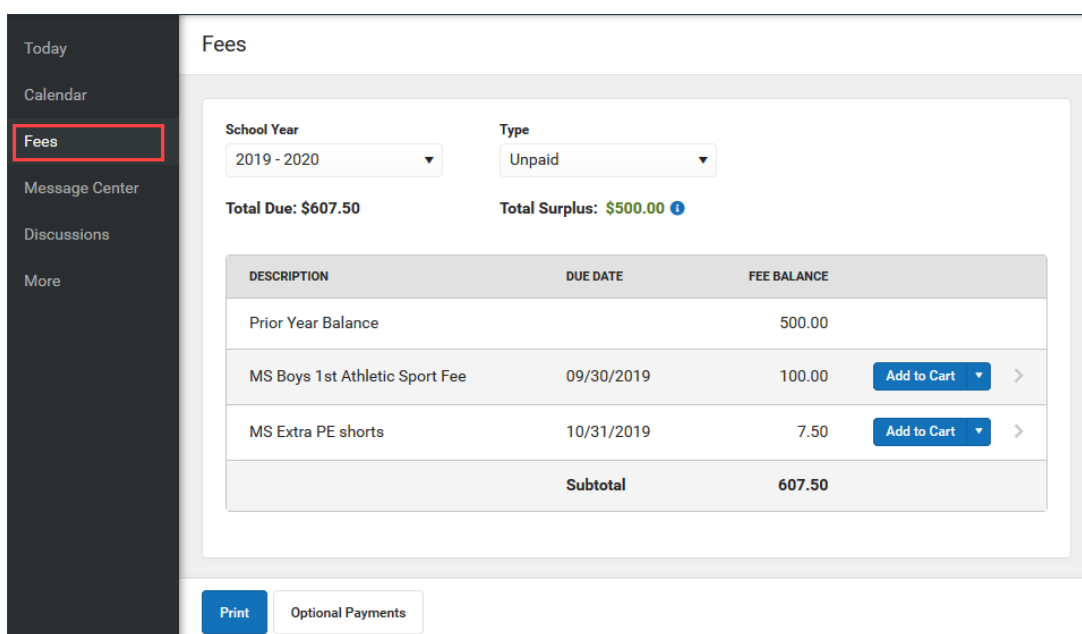
# Fees (My Cart)

Last Modified on 07/23/2020 4:55 pm CDT

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.



DESCRIPTION	DUE DATE	FEE BALANCE
Prior Year Balance		500.00
MS Boys 1st Athletic Sport Fee	09/30/2019	100.00
MS Extra PE shorts	10/31/2019	7.50
<b>Subtotal</b>		<b>607.50</b>

## 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.

Message Center  
Today  
Calendar  
Assignments  
Grades  
Grade Book Updates  
Attendance  
Schedule  
Responsive Schedule  
Food Service  
**Fees**  
Reports  
Discussions  
More

**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...](#)

School Year

2018 - 2019

Type

Unpaid

Total Due: \$507.50

Total Surplus: \$500.00

DESCRIPTION	DUE DATE	FEE BALANCE
Class Trip	09/30/2019	400.00
Subtotal		

Add to Cart

Class Trip

Due Date: 09/17/2019

DESCRIPTION	DATE	AMOUNT
Class Trip	09/30/2019	500.00
Payment	09/19/2019	-100.00
visa		

Print

Optional Payments

Close

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

## 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.

Step	Action
1	<p>Select <b>Fees</b>.</p> <p><b>Result</b></p> <p>The Fees screen displays and automatically displays any unpaid fees for the current school year.</p> <p>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 <b>All</b> allows you to see Fees assigned to everyone in your household.</p> <div> <div> <div>Fees</div> <div> <div>Person</div> <div>All</div> <div>All</div> <div>Smith, Jennifer L</div> <div>Smith, Molly E</div> <div>Kennedy Activities</div> </div> <div> <div>School Year</div> <div>2019 - 2020</div> </div> <div> <div>DUE DATE</div> <div>09/17/2019</div> <div>09/17/2019</div> <div>09/30/2019</div> </div> </div> </div>

Step

Action

Items in Cart

\$0.00

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	<div>Add to Cart</div> <div>&gt;</div>
Kennedy Year Book Fee	09/17/2019	Smith, Molly E	10.00	<div>Add to Cart</div> <div>&gt;</div>
FS Classroom Healthy Treat	09/30/2019	Smith, Jennifer L	20.00	<div>Add to Cart</div> <div>&gt;</div>
Subtotal				

Print

Optional Payments

2 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**.

FEE BALANCE

20.00

Add to Cart

>

350.00

Add to Cart

>

Full Amount

Partial Amount

Kennedy Activites

Payment Amount

\$100.00

Add to Cart

Cancel

- 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	<div>IN CART</div> <div>&gt;</div>
Kennedy Year Book Fee	09/17/2019	Smith, Molly E	10.00	<div>Add to Cart</div> <div>&gt;</div>
FS Classroom Healthy Treat	09/30/2019	Smith, Jennifer L	20.00	<div>Add to Cart</div> <div>&gt;</div>

Step	Action	Subtotal																	
	<div><div>Print</div><div>Optional Payments</div></div>																		
3	<div><div>Select<div> My Cart</div></div><div><b>Result</b><p>The <b>Checkout</b> screen displays. All items added to your cart display. You can click the <b>Remove</b> button if you do not want to pay for an item at this time.</p><p>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 <b>Amount</b> field.</p><div><table><tr><th>FEE</th><th>AMOUNT</th><th></th></tr><tr><td>Kennedy Year Book Fee</td><td><div>\$10.00</div><div>Remove</div></td></tr><tr><td>Kennedy Activities</td><td><div>\$150.00</div><div>Remove</div></td></tr></table></div><div><div><div>← Back   Checkout</div><div>2 Items in Cart   \$160.00<div></div></div><table><tr><th>FEE</th><th>NAME</th><th>AMOUNT</th><th></th></tr><tr><td>Kennedy Year Book Fee</td><td>Smith, Molly</td><td><div>\$10.00</div><div>X</div></td></tr><tr><td>Kennedy Activities</td><td>Smith, Molly</td><td><div>\$150.00</div><div>X</div></td></tr></table><div><div><div><div>Payment Method</div><div><div><input checked="" type="radio"/>  My Visa</div><div><input type="radio"/>  My Checking</div><div>Add Payment Method</div></div></div><div><div>Subtotal: \$160.00</div><div>Service Fee: \$5.00</div><div>Total: \$165.00</div></div></div><div><div>Email Address for Receipt</div><div><div>user@infinitecampus.com</div></div></div><div><div>Submit Payment</div><div> Feedback</div></div></div></div></div></div></div>	FEE	AMOUNT		Kennedy Year Book Fee	<div>\$10.00</div> <div>Remove</div>	Kennedy Activities	<div>\$150.00</div> <div>Remove</div>	FEE	NAME	AMOUNT		Kennedy Year Book Fee	Smith, Molly	<div>\$10.00</div> <div>X</div>	Kennedy Activities	Smith, Molly	<div>\$150.00</div> <div>X</div>	
FEE	AMOUNT																		
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Kennedy Year Book Fee	Smith, Molly	<div>\$10.00</div> <div>X</div>																	
Kennedy Activities	Smith, Molly	<div>\$150.00</div> <div>X</div>																	
4	<div><div>Select the <b>Payment Method</b> you want to use and enter an <b>Email Address for Receipt</b> (optional).</div><div>Click the <b>Add Payment Method</b> 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.</div></div>																		

Step	Payment Method	Action
	 DISCOVER DISC  echeck CHECK <input type="button" value="Add Payment Method"/>	
	<b>Email Address for Receipt</b> <input type="text" value="user@infinitecampus.com"/>	
5	Select <input type="button" value="Submit Payment"/>	<b>Result</b> A confirmation message displays. Click <b>OK</b> . The Receipt screen displays.  Click the <b>Print</b> button to print a copy of the receipt.

### Receipt

0 Items in Cart \$0.00

 My Cart
  My Accounts


#### Thank you for your payment

**Date: 09/19/2019    Reference #: 181701948**  
 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.

FEE	NAME	AMOUNT
Kennedy Year Book Fee	Smith, Molly	\$10.00
Kennedy Activites	Smith, Molly	\$150.00

**Service Fee: \$5.00**

**Total: \$165.00**

**Payment Method:**  
 My Credit Card

**Email Address for Receipt: test@testemail.com**