

Fees (My Cart)

Last Modified on 08/05/2021 8:18 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.

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**.

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 ⓘ

Fees

School Year: 2018 - 2019

Total Due: \$507.50

Type: Unpaid

Total Surplus: \$500.00

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

Buttons: Print, Optional Payments, 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		

Buttons: 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
------	--------

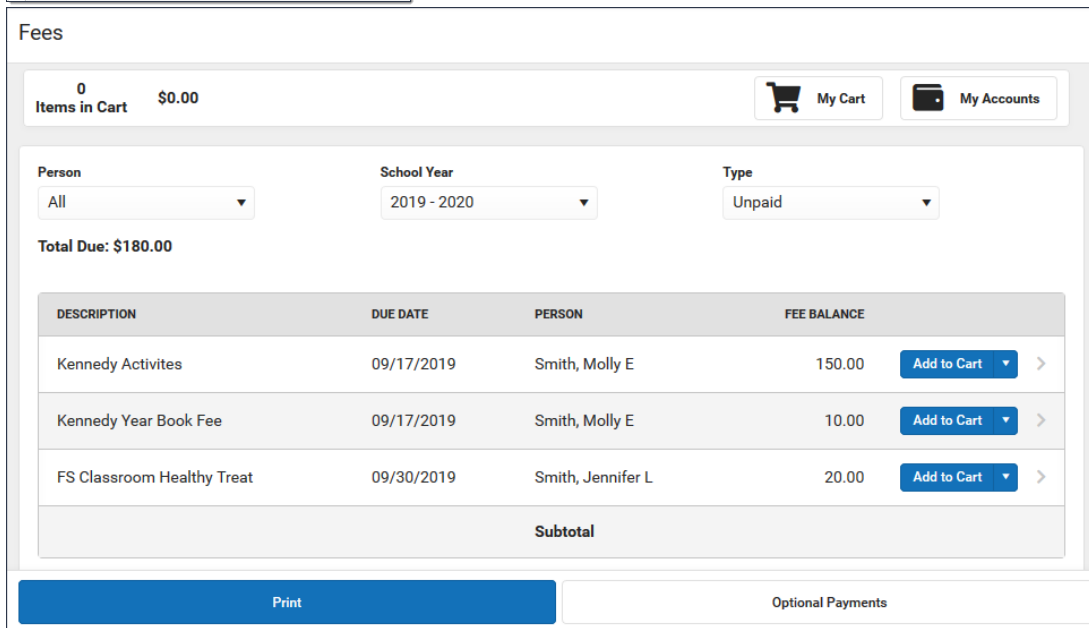
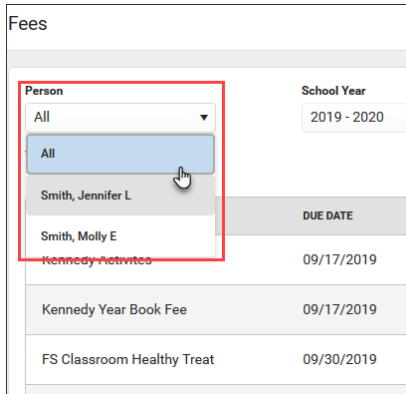
Step Action

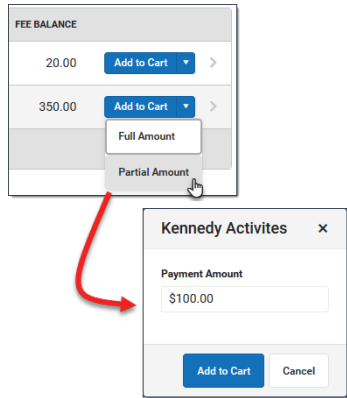
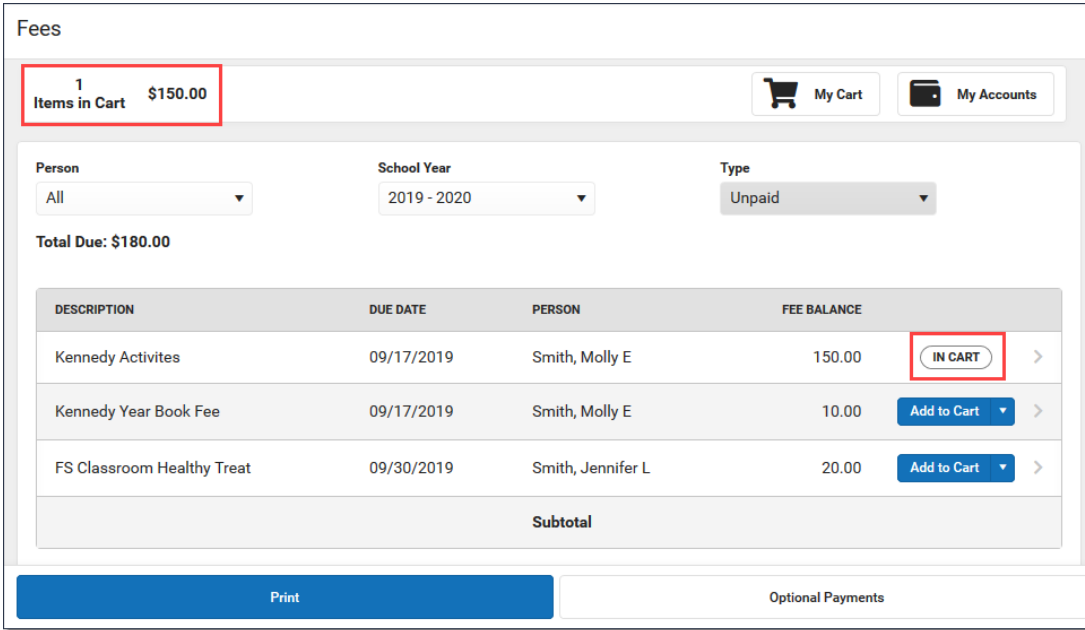
1 Select Fees.

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	Action
2	<p>Select Add to cart next to the Fee you want to pay.</p> <p>Tips</p> <ul style="list-style-type: none"> 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.  <ul style="list-style-type: none"> You can add additional Fees before checking out. You can also add Food Service payments and Optional Payments before checking out. <p>Result</p> <p>Campus puts the Fee in your cart and updates the total items and cost.</p> 

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; margin-top: 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; margin-top: 10px;"> <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 style="text-align: center;">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
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														

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="272 416 639 768" style="border: 1px solid black; padding: 5px;"> <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="264 286 544 320">Select Submit Payment</p> <p data-bbox="264 331 347 360">Result</p> <p data-bbox="264 371 1086 400">A confirmation message displays. Click OK. The Receipt screen displays.</p> <p data-bbox="264 445 831 474">Click the Print button to print a copy of the receipt.</p> <div data-bbox="272 477 1422 1503" style="border: 1px solid black; padding: 10px;"> <p data-bbox="288 499 384 528">Receipt</p> <div data-bbox="288 555 1398 633" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="309 577 528 622">0 Items in Cart \$0.00</p> <div style="float: right;"> <p data-bbox="983 577 1134 622"> My Cart</p> <p data-bbox="1187 577 1366 622"> My Accounts</p> </div> </div> <p data-bbox="312 678 668 712" style="text-align: center;">Thank you for your payment</p> <div data-bbox="312 752 1366 842" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="312 752 751 779">Date: 09/19/2019 Reference #: 181701948</p> <p data-bbox="312 781 1366 842">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 border="1" data-bbox="288 891 1398 1055" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="288 891 810 920">FEE</th> <th data-bbox="810 891 1259 920">NAME</th> <th data-bbox="1259 891 1398 920">AMOUNT</th> </tr> </thead> <tbody> <tr> <td data-bbox="288 936 810 981">Kennedy Year Book Fee</td> <td data-bbox="810 936 1259 981">Smith, Molly</td> <td data-bbox="1259 936 1398 981">\$10.00</td> </tr> <tr> <td data-bbox="288 1003 810 1048">Kennedy Activites</td> <td data-bbox="810 1003 1259 1048">Smith, Molly</td> <td data-bbox="1259 1003 1398 1048">\$150.00</td> </tr> </tbody> </table> <div data-bbox="288 1111 1398 1413" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="312 1111 464 1133">Service Fee: \$5.00</p> <p data-bbox="312 1167 432 1189">Total: \$165.00</p> <p data-bbox="312 1223 456 1245">Payment Method:</p> <p data-bbox="312 1245 360 1267">VISA</p> <p data-bbox="312 1267 432 1290">My Credit Card</p> <p data-bbox="312 1346 695 1368">Email Address for Receipt: test@testemail.com</p> </div> <div data-bbox="288 1440 1398 1496" style="border: 1px solid gray; padding: 5px; text-align: center;"> <p data-bbox="823 1458 871 1480">Print</p> </div> </div>	FEE	NAME	AMOUNT	Kennedy Year Book Fee	Smith, Molly	\$10.00	Kennedy Activites	Smith, Molly	\$150.00
FEE	NAME	AMOUNT								
Kennedy Year Book Fee	Smith, Molly	\$10.00								
Kennedy Activites	Smith, Molly	\$150.00								