

Fees (My Cart)

[Where do I go to view and pay fees?](#) | [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.

The screenshot shows the 'Fees' tool interface. On the left is a dark sidebar with navigation options: Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Academic Plan, Food Service, **Fees** (highlighted with a red border), Reports, Message Center, Discussions, and More. The main content area is titled 'Fees' and includes a summary bar showing '0 Items in Cart' for '\$0.00', with 'My Cart' and 'My Accounts' buttons. Below this, it states 'Total Due: \$2,875.00'. There are two dropdown menus: 'School Year' set to '2018 - 2019' and 'Type' set to 'Unpaid'. A table lists the fees:

DESCRIPTION	DUE DATE	FEE BALANCE	
France Summer Exchange Trip	06/14/2019	2,750.00	Add to cart >
AP Placement Test	05/20/2019	100.00	Add to cart >
Instrument Rental	05/31/2019	25.00	Add to cart >
Subtotal		2,875.00	

At the bottom of the main content area is a blue 'Print' button.

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.

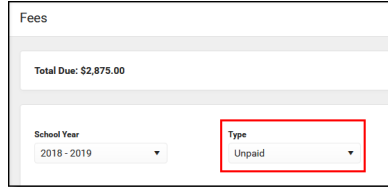
1. Select **Fees**.
2. Select **Add to Cart** next to the Fee you want to pay.
3. Select **My Cart**.
4. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).
5. Select **Submit Payment**.

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.



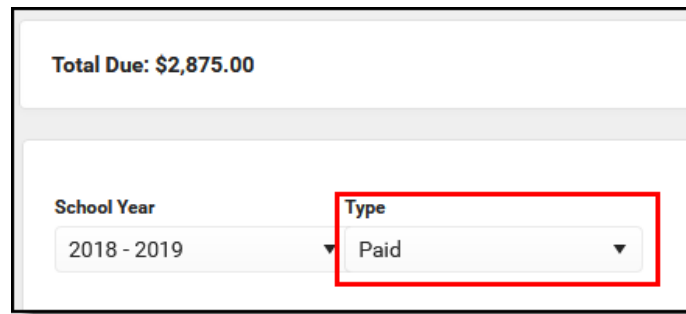
The screenshot shows a 'Fees' page with a 'Total Due: \$2,875.00' at the top. Below this, there are two dropdown menus: 'School Year' set to '2018 - 2019' and 'Type' set to 'Unpaid'. The 'Type' dropdown menu is highlighted with a red box.

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. See the [Optional Payments](#) article for more information.

How do I find fees I already paid?

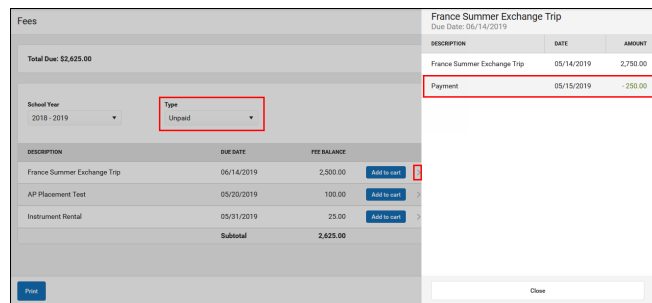
Select *Paid* in the **Type** dropdown list.



The screenshot shows a 'Fees' page with a 'Total Due: \$2,875.00' at the top. Below this, there are two dropdown menus: 'School Year' set to '2018 - 2019' and 'Type' set to 'Paid'. The 'Type' dropdown menu is highlighted with a red box.

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.

Show Me...



The screenshot shows a 'Fees' page with a 'Total Due: \$2,625.00' at the top. Below this, there are two dropdown menus: 'School Year' set to '2018 - 2019' and 'Type' set to 'Unpaid'. The 'Type' dropdown menu is highlighted with a red box. Below the dropdowns, there is a table of fees with columns for 'DESCRIPTION', 'DUE DATE', and 'FEE BALANCE'. The first row is 'France Summer Exchange Trip' with a due date of '06/14/2019' and a fee balance of '2,500.00'. There is a blue 'Add to cart' button next to it. Below the table, there is a 'Subtotal' of '2,625.00'. To the right of the main table, there is a 'Payment History' table for the 'France Summer Exchange Trip' with columns for 'DESCRIPTION', 'DATE', and 'AMOUNT'. The first row is 'Payment' with a date of '05/15/2019' and an amount of '-250.00'. The 'Payment History' table is highlighted with a red box.

DESCRIPTION	DUE DATE	FEE BALANCE
France Summer Exchange Trip	06/14/2019	2,500.00
AP Placement Test	05/20/2019	100.00
Instrument Rental	05/31/2019	25.00
Subtotal		2,625.00

DESCRIPTION	DATE	AMOUNT
France Summer Exchange Trip	05/14/2019	2,750.00
Payment	05/15/2019	-250.00

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.

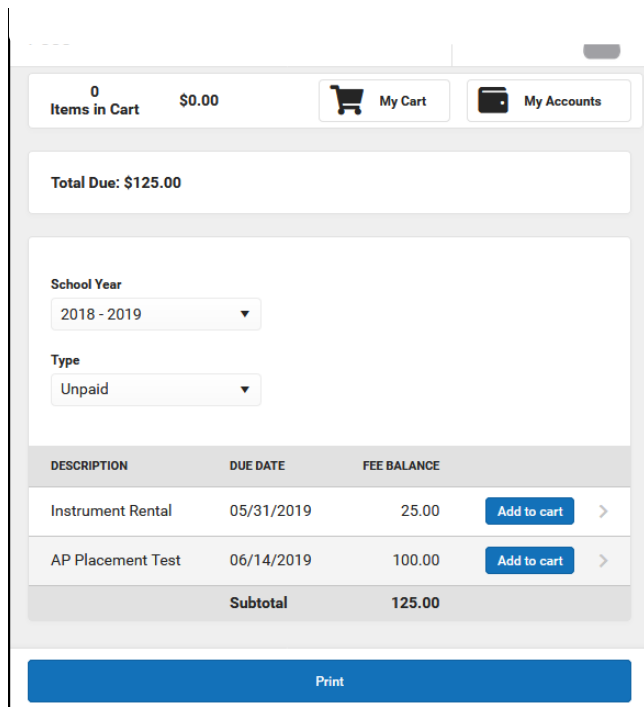
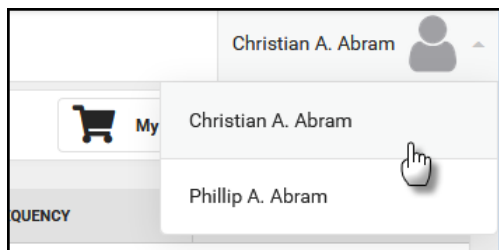
Step Action

1 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 in the student dropdown list displayed in the top right corner.



2 Select **Add to cart** next to the Fee you want to pay.

Result

Campus puts the Fee in your cart and updates the total items and cost.

You can add additional Fees before checking out. You can also add Food Service payments and Optional Fees before checking out.

1
 Items in Cart \$25.00

My Cart

My Accounts

Total Due: \$125.00

School Year

Type

DESCRIPTION	DUE DATE	FEE BALANCE	
Instrument Rental	05/31/2019	25.00	<div style="border: 2px solid red; border-radius: 10px; padding: 2px 10px;">IN CART</div>
AP Placement Test	06/14/2019	100.00	<div style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 5px;">Add to cart</div>
Subtotal		125.00	

3

Select **My Cart**

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

If your district allows you to partially pay a fee, you can change how much you want to pay in the **Amount** field.

FEE	AMOUNT	
France Summer Exchange Trip	<div style="border: 2px solid red; padding: 2px 10px;">\$500.00</div>	<div style="background-color: #f06292; color: white; padding: 2px 10px; border-radius: 5px;">Remove</div>

< Back | Checkout

2 Items in Cart \$125.00  My Cart  My Accounts

Thank you for your payment!

NAME	FEE	AMOUNT	
Abram, Phillip	Instrument Rental	\$25.00	Remove
Abram, Phillip	AP Placement Test	\$100.00	Remove

Subtotal: \$125.00
 Service Fee: \$2.00
 Total: \$127.00

Payment Method

DISCOVER DISC

echeck CHECK

[Add Payment Method](#)

Email Address for Receipt

user@example.com

[Submit Payment](#)

4 Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).

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.

Payment Method

DISCOVER DISC

echeck CHECK

[Add Payment Method](#)

Email Address for Receipt

user@infinitecampus.com

5

Submit Payment



Select

Result

A confirmation message displays. Click **OK**. The Receipt screen displays.

Click the **Print** button to print a copy of the receipt.

Receipt

0 Items in Cart \$0.00  My Cart  My Accounts

Thank you for your online payment


Date: 05/15/2019 11:55 am Reference #: 313358831673624448

Thank you for using our online payment system.

NAME	FEE	AMOUNT
Abram, Phillip	Instrument Rental	\$25.00
Abram, Phillip	AP Placement Test	\$100.00

Service Fee: \$2.00

Total: \$127.00

Payment Method  : CHECK

Email Address for Receipt:

Print