# Family Guide: Paying Tuition in GeniusSIS

Counselors determine whether enrollments include a tuition fee, so if you have any questions, please reach out to your counselor before submitting payment.

Students with an outstanding balance six days after the due date will be dropped from their course for non-payment. If payment is made after a drop, please contact virtualcampus@fultonschools.org after payment is completed.
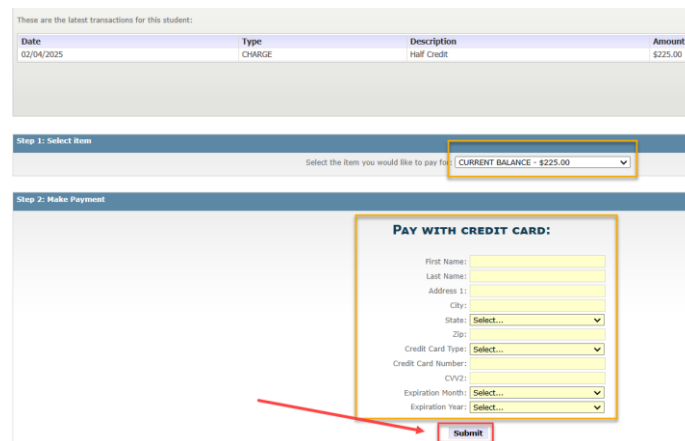
1) Log into Classlink and click on the GeniusSIS – Fulton Virtual icon

2) Click the "Make a payment" link of the student's GeniusSIS dashboard.
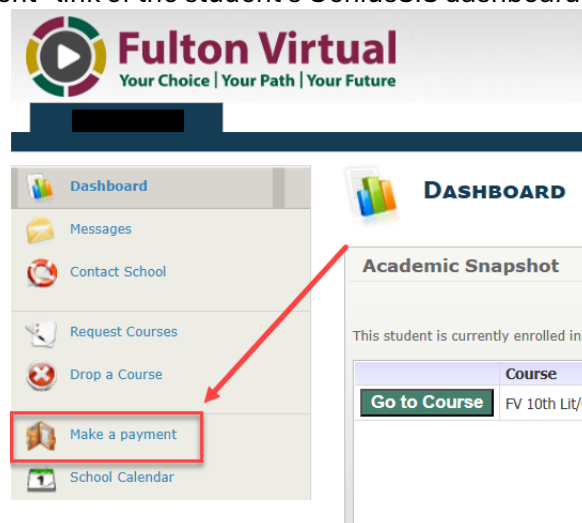
3) Select the payment from the drop-down menu and add your billing information. When finished, click the submit button **once**. *Each click of the submit button creates a new charge to your payment method.*

4) Check your email for your payment receipt.

Notes about Refunds:

During open enrollment, families may request a tuition refund within the grace period. Refunds for summer enrollments must be requested within 1 week of a student's start date while refund requests for Fall and Spring enrollments must be requested within two weeks of a student's start date. Refunds are not available for students who enroll after the open enrollment window closes.
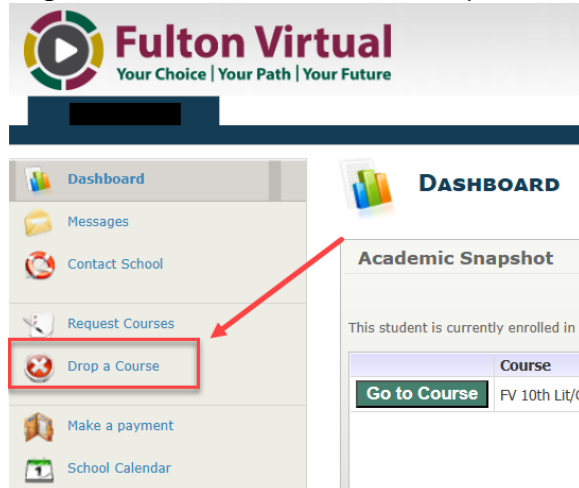
       Open Enrollment:
             Summer 2025: March 3, 2025-May 30, 2025
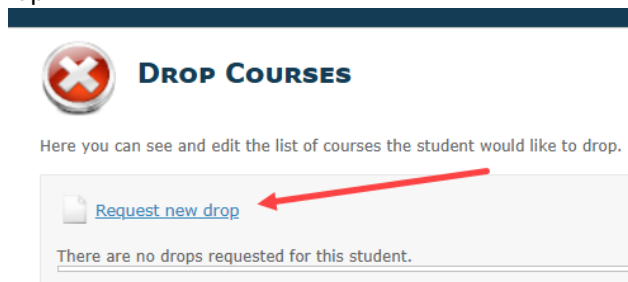   Fall 2025: March 3, 2025-September 3, 2025
             Spring 2026: March 3, 2025-February 4, 2026

Refund Request Process:
1. During open enrollment, log into GeniusSIS, and click the "Drop a course" link.

2. Click "Request new drop"

3. Use the drop-down menu to select the course and reason for the drop. Click save.

4. Use this link to request a refund: https://forms.office.com/r/CrjUTtULfQ
   a. Once the drop request is approved by the student's home school, a refund is processed on business days Mondays, Wednesdays, and Fridays in the order there are received
   b. Once processed, credits appear on personal accounts in 7-10 business days depending on account holders credit card company and/or bank processing timelines.

5. Please reach out to Fulton Virtual via virtualcampus@fultonschools.org with any questions.