

# Fees (My Cart)

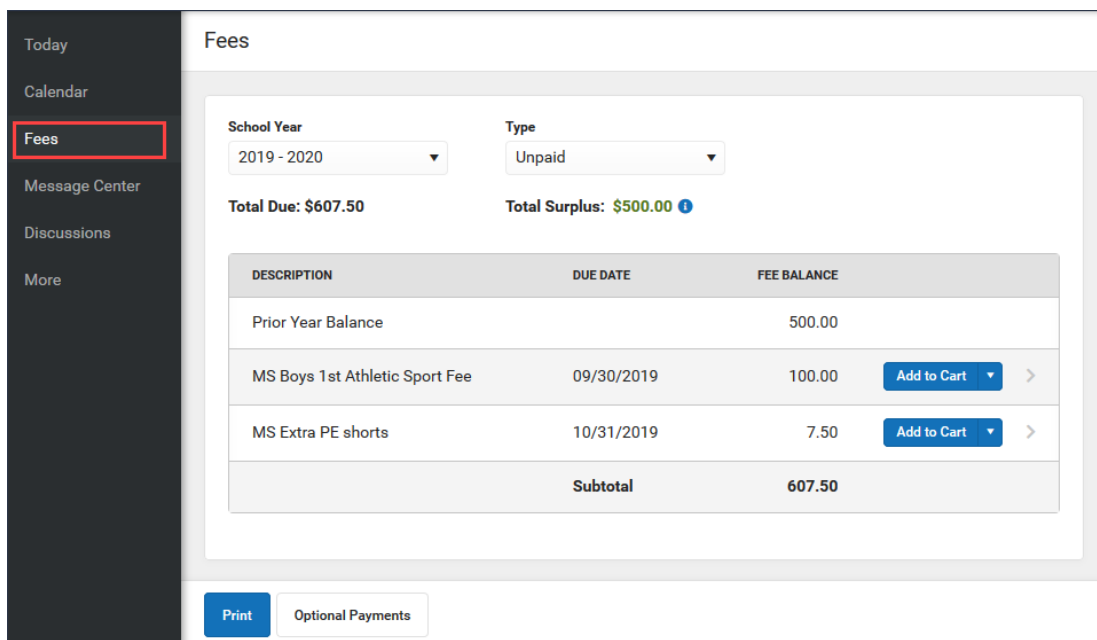
Last Modified on 02/13/2023 9:26 am CST

## 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.



## 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.

Screenshot of the filter interface showing 'School Year' set to '2019 - 2020' and 'Type' set to 'Unpaid'. Below the filters, it shows 'Total Due: \$607.50' and '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.

Screenshot of the 'Fees' page in the Infinite Campus interface. The page shows a sidebar with navigation options like 'Message Center', 'Today', 'Calendar', etc. The main content area shows 'Fees' for 'Person: All' and 'School Year: 2019 - 2020'. It lists two fees: 'FS Classroom Healthy Treat' and 'Kennedy Activites', both with a due date of 09/30/2019. At the bottom, there are 'Print' and 'Optional Payments' buttons, with a red arrow pointing to the 'Optional Payments' button.

## 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.

<b>School Year</b> 2019 - 2020 ▼	<b>Type</b> Paid ▼
<b>Total Due: \$607.50</b>	<b>Total Surplus: \$500.00</b> ⓘ

▶ [Click here to expand...](#)

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
------	--------

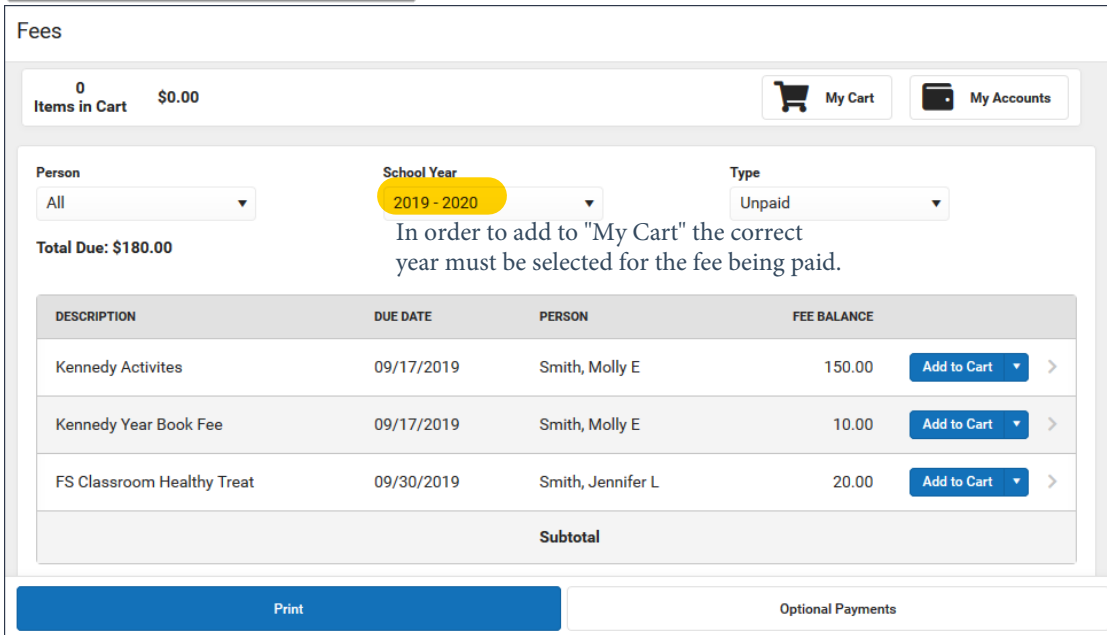
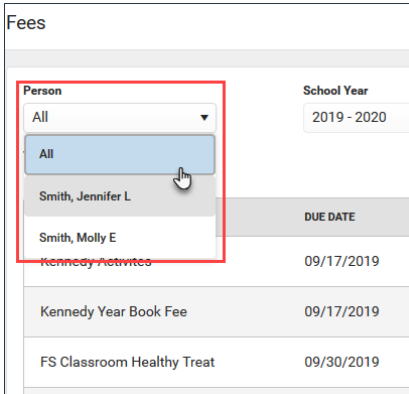
**Step Action**

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.

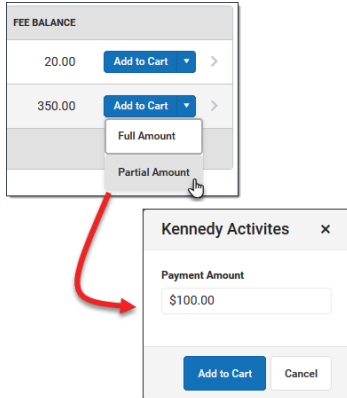


**Step 2**

**Action**  
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**.



- 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	<b>IN CART</b> >
Kennedy Year Book Fee	09/17/2019	Smith, Molly E	10.00	<a href="#">Add to Cart</a> >
FS Classroom Healthy Treat	09/30/2019	Smith, Jennifer L	20.00	<a href="#">Add to Cart</a> >
<b>Subtotal</b>				

[Print](#) Optional Payments

Step	Action																					
3	<p>Select  My Cart</p> <p><b>Result</b>            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.            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> <table border="1" data-bbox="285 595 912 779"> <thead> <tr> <th>FEE</th> <th>AMOUNT</th> <th></th> </tr> </thead> <tbody> <tr> <td>Kennedy Year Book Fee</td> <td>\$10.00</td> <td>Remove</td> </tr> <tr> <td>Kennedy Activites</td> <td>\$150.00</td> <td>Remove</td> </tr> </tbody> </table> <div data-bbox="285 786 1066 1749"> <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> <th></th> </tr> </thead> <tbody> <tr> <td>Kennedy Year Book Fee</td> <td>Smith, Molly</td> <td>\$10.00</td> <td>X</td> </tr> <tr> <td>Kennedy Activities</td> <td>Smith, Molly</td> <td>\$150.00</td> <td>X</td> </tr> </tbody> </table> <p><b>Payment Method</b></p> <p><input checked="" type="radio"/>  My Visa</p> <p><input type="radio"/>  My Checking</p> <p><input type="button" value="Add Payment Method"/></p> <p><b>Subtotal: \$160.00</b></p> <p><b>Service Fee: \$5.00</b></p> <p><b>Total: \$165.00</b></p> <p><b>Email Address for Receipt</b></p> <p>user@infinitecampus.com</p> <p><input type="button" value="Submit Payment"/> <input type="button" value="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 <b>Payment Method</b> you want to use and enter an <b>Email Address for Receipt</b> (<i>optional</i>).</p> <p>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.</p> <div data-bbox="284 495 655 853" style="border: 1px solid black; padding: 10px;"> <p><b>Payment Method</b></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><b>Email Address for Receipt</b></p> <p><input type="text" value="user@infinitecampus.com"/></p> </div>

Step	Action									
5	<p data-bbox="276 286 568 315">Select <a data-bbox="371 286 568 315" href="#">Submit Payment</a>.</p> <p data-bbox="276 331 371 360"><b>Result</b></p> <p data-bbox="276 371 1217 400">A confirmation message displays. Click <b>OK</b>. The Receipt screen displays.</p> <p data-bbox="276 450 946 479">Click the <b>Print</b> button to print a copy of the receipt.</p> <div data-bbox="284 483 1422 1498" style="border: 1px solid black; padding: 10px;"> <p data-bbox="300 501 395 530"><b>Receipt</b></p> <div data-bbox="304 566 1398 633" style="border: 1px solid #ccc; padding: 5px;"> <span data-bbox="320 577 536 622">0 Items in Cart    \$0.00</span> <span data-bbox="995 577 1134 622"> My Cart</span> <span data-bbox="1190 577 1362 622"> My Accounts</span> </div> <p data-bbox="320 680 676 710" style="text-align: center;"><b>Thank you for your payment</b></p> <p data-bbox="320 757 756 779"><b>Date: 09/19/2019    Reference #: 181701948</b></p> <p data-bbox="320 786 1366 837">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> <table border="1" data-bbox="304 891 1398 1055"> <thead> <tr> <th data-bbox="320 898 352 920">FEE</th> <th data-bbox="836 898 884 920">NAME</th> <th data-bbox="1299 898 1366 920">AMOUNT</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 943 544 965">Kennedy Year Book Fee</td> <td data-bbox="836 943 948 965">Smith, Molly</td> <td data-bbox="1299 943 1366 965">\$10.00</td> </tr> <tr> <td data-bbox="320 1010 488 1032">Kennedy Activites</td> <td data-bbox="836 1010 948 1032">Smith, Molly</td> <td data-bbox="1299 1010 1366 1032">\$150.00</td> </tr> </tbody> </table> <div data-bbox="320 1111 472 1133" style="margin-top: 10px;"><b>Service Fee: \$5.00</b></div> <div data-bbox="320 1162 440 1184"><b>Total: \$165.00</b></div> <p data-bbox="320 1214 464 1236"><b>Payment Method:</b></p> <p data-bbox="320 1238 368 1261"><b>VISA</b></p> <p data-bbox="320 1265 440 1288"><b>My Credit Card</b></p> <p data-bbox="320 1341 703 1364"><b>Email Address for Receipt: test@testemail.com</b></p> <div data-bbox="300 1435 1398 1498" style="text-align: center; margin-top: 10px;"> <span data-bbox="831 1451 871 1473" style="background-color: #0070c0; color: white; padding: 5px 15px; border: 1px solid #0070c0;">Print</span> </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								