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.

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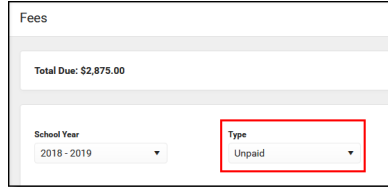
1. Select **Fees**.
2. Select **Add to Cart** next to the Fee you want to pay.
3. Select **My Cart**.
4. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).
5. Select **Submit Payment**.

> Need more information?
>
> See the following [Pay a Fee](#) section for more detailed information.

How do I find unpaid fees?
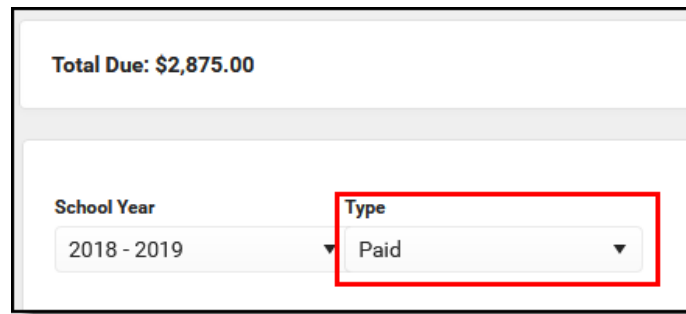
Select *Unpaid* in the **Type** dropdown list.

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.
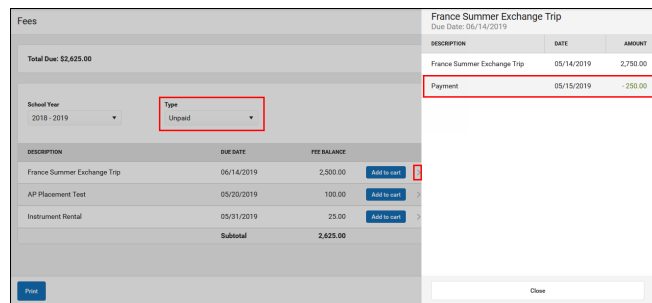
How do I find fees I already paid?

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

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 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.
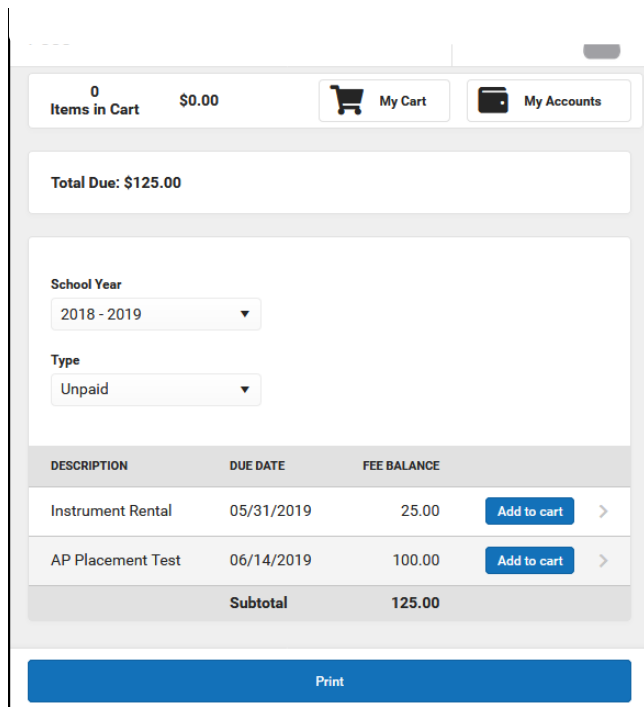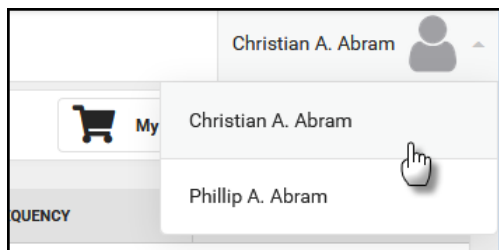
Step	Action
1	Select **Fees**. **Result** The Fees screen displays and automatically displays any unpaid fees for the current school year. > If you are using Campus Parent and have access to multiple students, be sure to select the correct student in the student dropdown list displayed in the top right corner.
2	Select 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

2018 - 2019 ▼

Type

Unpaid ▼

DESCRIPTION	DUE DATE	FEE BALANCE	
Instrument Rental	05/31/2019	25.00	(IN CART) >
AP Placement Test	06/14/2019	100.00	**Add to cart** >
	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 | → $500.00 | Remove |

| 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.

5	Select **Submit Payment** .

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 *echeck* **: CHECK**

Email Address for Receipt:

Print