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.

![Fees Table]

**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 find fees I already paid?
Select Paid 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.

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.

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 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.

Step 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.
School Year
2018 - 2019

Type
Unpaid

DESCRIPTION | DUE DATE | FEE
--------------|----------|--------
Instrument Rental | 05/31/2019 | 25.00
AP Placement Test | 06/14/2019 | 100.00

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.
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
- CHECK

Add Payment Method

Email Address for Receipt
user@infinitecampus.com

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.
Thank you for your online payment

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

Thank you for using our online payment system.

<table>
<thead>
<tr>
<th>NAME</th>
<th>FEE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abram, Phillip</td>
<td>Instrument Rental</td>
<td>$25.00</td>
</tr>
<tr>
<td>Abram, Phillip</td>
<td>AP Placement Test</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Service Fee: $2.00

Total: $127.00

Payment Method: CHECK

Email Address for Receipt:

Print