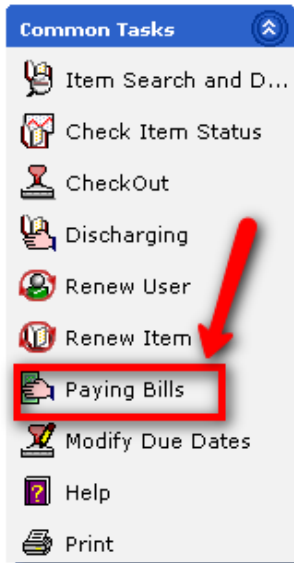**Paying Fees – Secondary**

Students with overdue fees can pay/be forgiven as follows:

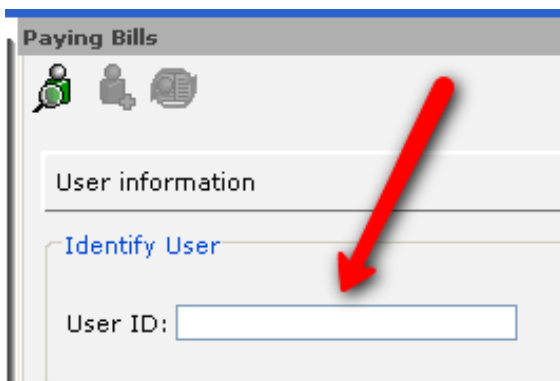Step 1:
Click on the Paying Bills icon on the Common Tasks tool bar.

Step 2:
Scan in student ID for the student with overdue fees.

Step 3:

To Pay a Fee

a) Check total overdue fee owed.
b) Type in the amount of student payment.
c) Select the payment type.
d) Click return to enter payment.

To Forgive a Fee

a) Change payment type to – forgive.
b) Click return to forgive the fee.