

## Notes on Pro-Rating Course Fees in PowerSchool:

Scenario 1: This student has not paid fees for course 31701: **The Lab fee is Pro-ratable.**

### Fee Transactions \$

Adkins, Bailey 9 650634 HS1

| Create New Fee |        |                      |          |                       |         |         |        |        |         | Balance:    | Refund |
|----------------|--------|----------------------|----------|-----------------------|---------|---------|--------|--------|---------|-------------|--------|
| Date           | Course | Fee Type             | Priority | Description           | Charged | Adjust. | Fee    | Paid   | Balance | Transaction |        |
| 08/27/2012     | 31701  | Biology Workbook Fee | 0        | Biology Workbook Fee  | 20.00   | 0.00    | 20.00  | 0.00   | 20.00   | Payment     |        |
| 08/27/2012     | 31701  | Biology Lab Fee      | 0        | Biology Lab Fee       | 20.00   | 0.00    | 20.00  | 0.00   | 20.00   | Payment     |        |
| 08/27/2012     |        | Freshman School Fees | 2        | 2012-2013 School Fees | 110.00  | 0.00    | 110.00 | 110.00 | 0.00    |             |        |
| 08/27/2012     |        | Participation fee    | 0        | Volleyball 2012       | 50.00   | 0.00    | 50.00  | 50.00  | 0.00    |             |        |
|                |        |                      |          |                       | Totals: |         | 200.00 | 160.00 | 40.00   | Distribute  |        |

All Transactions Fee Balances

Note: Credits are distributed across all outstanding fees based on fee type priority.

The course was dropped before the end of the semester. PowerSchool applied an adjustment **to the Lab Fee** and the balances were adjusted:

### Fee Transactions \$

Adkins, Bailey 9 650634 HS1

| Create New Fee |        |                      |          |                       |         |         |        |        |         | Balance:    | Refund |
|----------------|--------|----------------------|----------|-----------------------|---------|---------|--------|--------|---------|-------------|--------|
| Date           | Course | Fee Type             | Priority | Description           | Charged | Adjust. | Fee    | Paid   | Balance | Transaction |        |
| 08/27/2012     | 31701  | Biology Workbook Fee | 0        | Biology Workbook Fee  | 20.00   | 0.00    | 20.00  | 0.00   | 20.00   | Payment     |        |
| 08/27/2012     | 31701  | Biology Lab Fee      | 0        | Biology Lab Fee       | 20.00   | 2.44    | 17.56  | 0.00   | 17.56   | Payment     |        |
| 08/27/2012     |        | Freshman School Fees | 2        | 2012-2013 School Fees | 110.00  | 0.00    | 110.00 | 110.00 | 0.00    |             |        |
| 08/27/2012     |        | Participation fee    | 0        | Volleyball 2012       | 50.00   | 0.00    | 50.00  | 50.00  | 0.00    |             |        |
|                |        |                      |          |                       | Totals: |         | 197.56 | 160.00 | 37.56   | Distribute  |        |

All Transactions Fee Balances

Scenario 2: The student below has a zero balance; **all fees are paid:**

### Fee Transactions

Nelson, Autumn 9 650657 HS1

| Create New Fee |        |                      |          |                         |         |         |         |        |         | Balance: 0.00 | Refund     |
|----------------|--------|----------------------|----------|-------------------------|---------|---------|---------|--------|---------|---------------|------------|
| Date           | Course | Fee Type             | Priority | Description             | Charged | Adjust. | Fee     | Paid   | Balance | Transaction   |            |
| 07/30/2012     |        | SOY Balance          | 0        | SOY Balance             | 108.00  | 0.00    | 108.00  | 108.00 | 0.00    |               |            |
| 08/27/2012     | 31701  | Biology Lab Fee      | 0        | Biology Lab Fee         | 20.00   | 0.00    | 20.00   | 20.00  | 0.00    |               |            |
| 08/27/2012     | 31701  | Biology Workbook Fee | 0        | Biology Workbook Fee    | 20.00   | 0.00    | 20.00   | 20.00  | 0.00    |               |            |
| 08/27/2012     |        | Freshman School Fees | 2        | 2012-2013 School Fees   | 110.00  | 0.00    | 110.00  | 110.00 | 0.00    |               |            |
| 08/27/2012     |        | Participation fee    | 0        | Boys Cross Country 2012 | 50.00   | 0.00    | 50.00   | 50.00  | 0.00    |               |            |
|                |        |                      |          |                         |         |         | Totals: | 308.00 | 308.00  | 0.00          | Distribute |

All Transactions Fee Balances

Course 31701 was dropped before the end of the semester. PowerSchool applied adjustments to the Lab fee and the balances are now negative: (Re-Calculating Fee Balances for this student had no effect.)

### Fee Transactions

Nelson, Autumn 9 650657 HS1

| Create New Fee |        |                      |          |                         |         |         |         |        |         | Balance: -2.44 | Refund     |
|----------------|--------|----------------------|----------|-------------------------|---------|---------|---------|--------|---------|----------------|------------|
| Date           | Course | Fee Type             | Priority | Description             | Charged | Adjust. | Fee     | Paid   | Balance | Transaction    |            |
| 07/30/2012     |        | SOY Balance          | 0        | SOY Balance             | 108.00  | 0.00    | 108.00  | 108.00 | 0.00    |                |            |
| 08/27/2012     | 31701  | Biology Lab Fee      | 0        | Biology Lab Fee         | 20.00   | 2.44    | 17.56   | 20.00  | -2.44   | Refund         |            |
| 08/27/2012     | 31701  | Biology Workbook Fee | 0        | Biology Workbook Fee    | 20.00   | 0.00    | 20.00   | 20.00  | 0.00    |                |            |
| 08/27/2012     |        | Freshman School Fees | 2        | 2012-2013 School Fees   | 110.00  | 0.00    | 110.00  | 110.00 | 0.00    |                |            |
| 08/27/2012     |        | Participation fee    | 0        | Boys Cross Country 2012 | 50.00   | 0.00    | 50.00   | 50.00  | 0.00    |                |            |
|                |        |                      |          |                         |         |         | Totals: | 305.56 | 308.00  | -2.44          | Distribute |

All Transactions Fee Balances

Note: Credits are distributed across all outstanding fees based on fee type priority.

If the adjustment results in a negative **global balance**, a refund in the amount of the global balance may be issued to the student, in order to set the balance back to zero.

To issue a refund, click on the blue Refund link on the Fee Transactions page. The Refund page opens:

## Refund

Nelson, Autumn

HS1

|                          |  |
|--------------------------|--|
| Transaction Date         | <input type="text" value="10/24/2012"/> (MM/DD/YYYY)   |
| Description              | <input type="text" value="Refund for dropped course"/> |
| Amount                   | <input type="text" value="2.44"/>                      |
| Payment Method           | <input type="text" value="Other (Other)"/>             |
| Payment Reference Number | <input type="text" value="Refund"/>                    |

Enter the date for the transaction, description, and the amount of the refund.

## Fee Transactions

Nelson, Autumn 9 650657 HS1

| <input type="button" value="Create New Fee"/>   |                            |          |                         |         |         |        | <b>Balance: 0.00</b> | Refund  |   |
|---|----------------------------|----------|-------------------------|---------|---------|--------|----------------------|---------|---|
| Date  | Course Fee Type            | Priority | Description             | Charged | Adjust. | Fee    | Paid                 | Balance | Transaction                               |
| 07/30/2012  | SOY Balance                | 0        | SOY Balance             | 108.00  | 0.00    | 108.00 | 108.00               | 0.00    |   |
| 08/27/2012  | 31701 Biology Lab Fee      | 0        | Biology Lab Fee         | 20.00   | 2.44    | 17.56  | 17.56                | 0.00    |   |
| 08/27/2012  | 31701 Biology Workbook Fee | 0        | Biology Workbook Fee    | 20.00   | 0.00    | 20.00  | 20.00                | 0.00    |   |
| 08/27/2012  | Freshman School Fees       | 2        | 2012-2013 School Fees   | 110.00  | 0.00    | 110.00 | 110.00               | 0.00    |   |
| 08/27/2012  | Participation fee          | 0        | Boys Cross Country 2012 | 50.00   | 0.00    | 50.00  | 50.00                | 0.00    |   |
| Totals:   |                            |          |                         |         |         | 305.56 | 305.56               | 0.00    | <input type="button" value="Distribute"/> |
| <a href="#">All Transactions</a> <a href="#">Fee Balances</a>                         |                            |          |                         |         |         |        |                      |         |   |
| Note: Credits are distributed across all outstanding fees based on fee type priority. |                            |          |                         |         |         |        |                      |         |   |

The Global/overall balance is now zero.