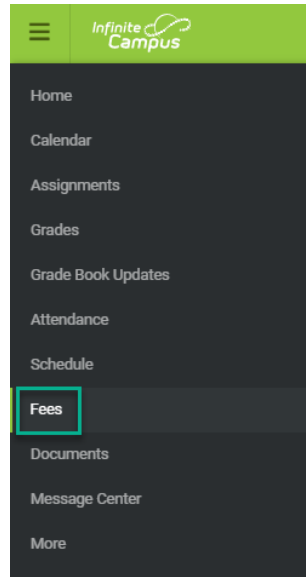# Student/Parent Portal: Paying Tuition in Infinite Campus

Counselors determine whether enrollments include a tuition fee, so if you have any questions, please reach out to your counselor before submitting payment.

1) Log into your Student or Parent Portal accounts in Infinite Campus.  The link is on the Fulton County website and in ClassLink.  *The app does not always allow you to view details or add to cart*

2) Click on the Fees tab in the navigation bar



3) Review your tuition fees.  Clicking the arrow in each line provides the course connected to the tuition fee.  Once finished, click the close button.



4) Click the "Add to Cart" button next to each fee charge you would like to pay.  When ready, click the "My Cart" button.

5) Confirm your email address is correct.  Then, to finalize your payment, click "Add Payment Method."  Then, complete the payment information in the box on the right of your screen.  You can choose to use this payment method as your default by clicking the box under state and zip code.  Save your payment method by clicking the "Save" button.  Then, click "Submit Payment."



Please be patient as Infinite Campus processes your payment.

6) If your student was dropped for non-payment, please alert FV Administration of your payment by emailing virtualcampus@fultonschools.org   Once payment is confirmed, they will reinstate you to your course.

**Notes about Refunds:**

During open enrollment, families have two weeks from a student's start date to request a refund for a course.  Refunds are not available for students who enroll after the open enrollment window closes.

> Open Enrollment:
> > Fall 2024: March 1, 2024-September 4, 2024
> > Spring 2025: March 1, 2024-February 5, 2025

**Process:**
1. During open enrollment, go into Infinite Campus > More > Vector Course Request and request a drop.

2. Use this link to request a refund: https://forms.office.com/r/CrjUTtULfQ
   a. Refunds are processed on Mondays, Wednesdays, and Fridays in the order there are received
   b. Once processed, credits appear on personal accounts in 7-10 business days depending on account holders credit card company and/or bank processing timelines.

3. Please reach out to Fulton Virtual via virtualcampus@fultonschools.org with any questions.