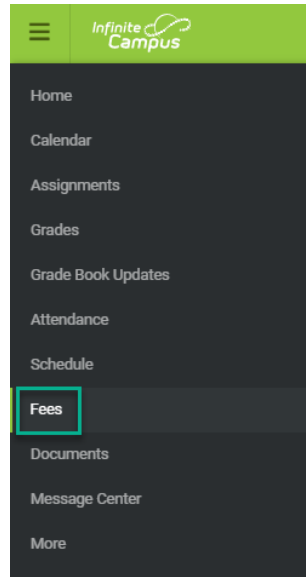


Student/Parent Portal: Paying Tuition in Infinite Campus

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.

The image shows the 'Fees' page in the Infinite Campus mobile app. The page has a green header with the Infinite Campus logo. On the left is a dark navigation bar with 'Fees' selected. The main content area shows a 'Fees' section with a 'School Year' dropdown set to '2023 - 2024' and a 'Type' dropdown set to 'Unpaid'. Below this, it says 'Total Due: \$450.00'. A table lists two 'Fulton Virtual Fall' fees, each with a due date of '08/07/2023' and a balance of '225.00'. Each row has an 'Add to Cart' button and a right-pointing arrow. A red arrow points from the arrow in the first row to a 'Close' button at the bottom right. A vertical red arrow points down from the 'Close' button to a 'Close' button at the bottom right of the page.

DESCRIPTION	DUE DATE	FEE BALANCE	
Fulton Virtual Fall	08/07/2023	225.00	Add to Cart >
Fulton Virtual Fall	08/07/2023	225.00	Add to Cart >
Total		450.00	

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

The image shows the 'Fees' page in the Infinite Campus mobile app. The page has a green header with the Infinite Campus logo. On the left is a dark navigation bar with 'Fees' selected. The main content area shows a 'Fees' section with a 'School Year' dropdown set to '2023 - 2024' and a 'Type' dropdown set to 'Unpaid'. Below this, it says 'Total Due: \$450.00'. A table lists two 'Fulton Virtual Fall' fees, each with a due date of '08/07/2023' and a balance of '225.00'. Each row has an 'IN CART' button and a right-pointing arrow. A red arrow points from the 'IN CART' button in the first row to a 'My Cart' button at the bottom right. A vertical red arrow points down from the 'My Cart' button to a 'My Accounts' button at the bottom right of the page.

DESCRIPTION	DUE DATE	FEE BALANCE	
Fulton Virtual Fall	08/07/2023	225.00	IN CART >
Fulton Virtual Fall	08/07/2023	225.00	IN CART >
Total		450.00	

- 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.”

The screenshot shows a checkout page with a table of fees, a payment method selection section, and a form for entering payment details. A red box highlights the "Add Payment Method" button, and a red arrow points to the "Save" button at the bottom right.

FEE DESCRIPTION	NAME	FEE AMOUNT	AMOUNT	
Fulton Virtual Fall	Ariah, Madelyn	225.00	\$225.00	Remove
Fulton Virtual Fall	Ariah, Madelyn	225.00	\$225.00	Remove

Payment Method *
Subtotal: \$450.00
Service Fee
Total: \$450.00

Payment Method *
 Checking, Savings, or Card *
 Checking
 Savings
 Credit Card/Debit Card

Check to save

Submit Payment Save Cancel

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.