

Fee Management Guide

Fee Management Module Overview

Fee Management is a module within School Nutrition which allows a district user to create and manage school fees. When enabled, these fees will display within the LINQ Connect school store for the district. Activity fees in the school store can be paid through LINQ Connect like meal account payments.

Features within Fee Management

Categories

Fee Categories simply help organize your fees for the end user. The categories created in the Fee Management module will display as filter options for the end user in LINQ Connect. They are also a way to group fees should a district want to run a report on all fees within that fee category. To begin setting up fees, start by creating categories. A fee's category can be changed at any time, but a fee can only be in one category at any given time.

Fee Attributes

A fee attribute is a special field added to a fee used to capture additional information. There are three types of attributes: drop down field, text input, and checkboxes. Create an attribute to collect information like names, addresses, preferences, or other details. Attributes can be used across different fees and can be set to be required or optional to complete.

Fee Details

Once your categories and attributes are created, you are ready to set up your fee. Follow the on-screen instructions to add a description, price, active and due dates, and other details to your fee. Fees allow you to also add attachments with additional information if necessary. For example, your field trip fee may have an attached flyer with more details about the trip. To increase engagement with your fee, it's recommended, though not required, that you add a nice image and a detailed

description, so readers understand exactly what they are paying for and what's included.

Assigning Fees

In some cases, fees need to be assigned to a specific group of people. Fees can be assigned to individual students, groups of students, or open to guests. Whether assigning to a specific student or to a student group, navigate to the Fee Assignment tab to get started; however, fee groups need to be created in the Fee Groups tab before assigning a fee to that group. Fee groups can be any grouping of students that makes most sense for your situation: grade, homeroom, athletics team, club, or afterschool group.

Supporting Features

Fees created in Fee Management are fully integrated with the LINQ Connect parent experience, so once they are set to Active, they will display to the appropriate guardian. LINQ Connect notifies guardians when new fees are assigned to their students and also sends reminders when the fee is due.

Examples

Fee Management supports a wide range of school related activity fees.

Before and after care	Donations	Homecoming	School dances
Bus pass	Driver's ed	Late fees	School swag
Camp registration	e-learning/ digital access fees	Library	Sports sign up
Club dues	Exams	Parking pass/permit	Transcript requests
Courses	Field trip (student and chaperone)	Rentals (instruments, jerseys, devices)	Tuition
Device insurance	Grade level dues	Replacement fees (devices, bus passes, IDs)	Yearbooks

Parking Permits



24-25 Student Parking

\$15.00

Must complete Google form before paying, in order to get a senior parking pass. Parking passes cannot be picked up in the main office until 8/19/24.

Student/Staff

Unit *
Fee

ADD TO CART

Transcript Requests



Transcript or Education Verification

\$15.00

Request for processed on Tuesday mornings. Transcript or Education Verifications are

Unit *
Copy of Transcript

Name at Time of Graduation *

Graduation Year *

Date of Birth *

Last 4 of Social Security

Phone Number *

Email Address *

Send transcript to (Name of Person and/or College)

Send transcript by mail

Send to mailing address

Send to City, State, Zip

Send transcript by email

Send to email address

Quantity *
1

(Maximum of 1)

ADD TO CART

Library Fees



Library Book: 10.00

\$10.00

Student/Staff

Unit *
Fee

ADD TO CART

Device Insurance



Device Protection Plan initial Enrollment (Optional) WJMS

\$40.00

This payment will enroll students in the Protection Plan for the first time. This is completely optional, but recommended. If you are enrolling more than one student, please submit a separate payment for each. This payment is for students at WJMS.

Student/Staff

Unit *
Fee

School Building *

Student Name *

ADD TO CART

Afterschool Care



Extended Child Care: Afternoon Care Only

\$9.00

All elementary schools offer after school child care services. The hours of operation are 3:00 pm to 6:00 pm for after care. This is to register for After School Care Only.

Unit *
Afternoon only daily rate \$9

School name *

Month *

Session *

Parent Phone: *

Parent/Email *

Quantity *
1

ADD TO CART

Bus Passes



School Bus Pass 1 Rider

\$200.00

If you have ONLY 1 student.

Student/Staff

Unit *
Fee

I have read and agree to the Bus Conduct Rules. *

I have read and agree to the Bus Safety Plan attached below. *

Rider 1 (Enter Grade): *

Rider 1 (Enter Name): *

Rider 1 (Enter School Name): *

Rider 1 AM Bus Route: *

Rider 1 PM Bus Route: *

ADD TO CART

Attachments:

- [BUS RULES](#)
- [SAFETY PLAN ENGLISH AND PLAN DE SEGURIDAD DEL AUTOBUS EN ESP](#)

Links:

- [24/25 Bus Routes](#)

Athletics



Adult Yearly Athletic Pass

\$75.00

Passes can be used for home sports events during the current school year. The exception to that would be regional or district events. There is a State set fee charged for those. A specific name must appear on each pass.

Unit *
Fee

Enter mailing address *

List individual names as they should appear on the pass. *

ADD TO CART

Course Fee



Advanced Wood Technology

\$20.00

Advanced Wood Technology course fee. Project materials additional.

Student/Staff

Unit *
Fee

ADD TO CART

Exams



CollegeBoard
Advanced Placement
Program

AP Exam

\$99.00

Please complete the checkout process for each AP exam your student is taking this school year. Note: A district fee waiver will automatically be applied at checkout for eligible students (you still need to complete the checkout process).

Student/Staff

User *
Fee

AP Exams

- AP 2-D Art and Design
- AP 3-D Art and Design
- AP Art History
- AP Biology
- AP Calculus AB
- AP Calculus BC
- AP Chemistry

Field Trip



Washington DC

\$50.00

Washington DC trip payments. Enter either student name or chaperone.

Student/Staff

User *
Fee

Student and/ or Guest First and Last Name *

ADD TO CART

Club Membership Dues



NATIONAL
ART
HONOR SOCIETY

National ART Honor Society dues

\$25.00

Unit *
1 member

Quantity *
1

[ADD TO CART](#)

Donation



CALL FOR DONATIONS

Donate to Titan Schools

\$25.00

Your donation would go toward purchasing items for our classrooms, library resources, sports equipment, supplies for after-school programs and more. Your donation will help us create a learning environment where our students can thrive and reach their

Unit *
Fee

Who should receive your donation *
Athletics Fund
Band Fund
Cheerleaders
Drama Fund
Scholar Dollars
Travel Fund
* Area of Most Need

Payment

Fees created in fee management can be paid in a few different ways today: online via LINQ Connect (which accepts credit card and ACH payments) or in person with cash or check. Payments made via LINQ Connect are captured automatically within Fee Management. Should a student/guardian wish to pay with cash or check, a district administrator can navigate to the fee assignment tab, select that student, click Accept Payment, complete the relevant fields, and then confirm the payment. If the fee had been assigned to that specific student, once payment is received it is removed from the guardian's assigned task list.

Reporting

The Fee Management module allows users to run fee-specific reports and is separate from all other reports available in School Nutrition. Users can generate reports to see who has paid a fee; the amount, date, and time paid; as well as other details about fees within their district. Navigate to the Fee Reports tab and after selecting the appropriate fields and filters for your report, you can choose the output format for your report – pdf, csv, excel, HTML, and json. Once ready, select Request Report. When the details of the report are generated, a red indicator will display alongside the bell in the top navigation bar.

Best Practices

- Providing **clear and detailed descriptions** of a fee help ensure guardians/visitors clearly understand what they are paying for, what's included in their payment, and helps avoid situations where people pay for the wrong item. Detailed descriptions also help instill confidence to the payer that the fee they are paying for is legitimate.
- We recommend **using images to make the store experience more engaging**. Images also help users visually process multiple items in the store at one time.
- While the list of data points a district can capture may be endless, it's a good practice to **only ask for information you actually need**, and keep in mind data security when requesting sensitive information like DOB or SSN. Reducing the amount of data you request to only what you need simplifies the process for both the district and the payer.