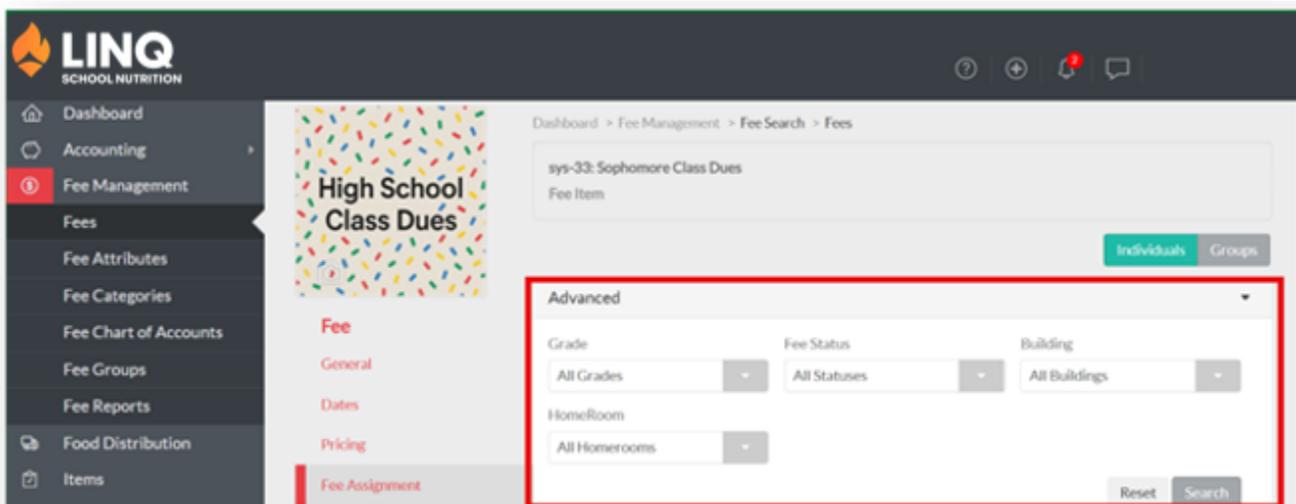
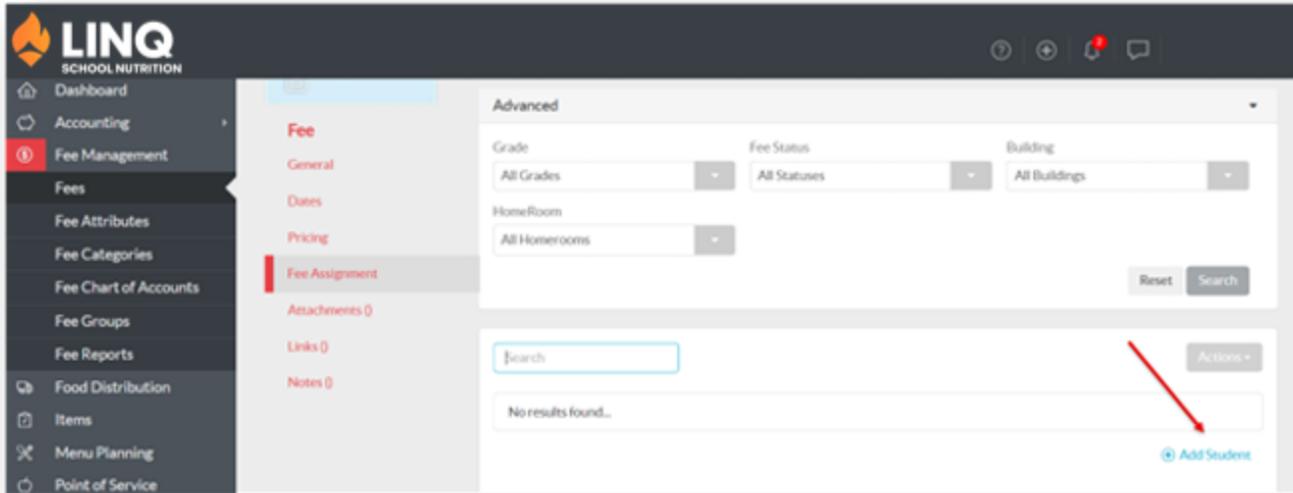


How to Assign Fees

Some fees may need to be specifically assigned to certain students or groups of students. The Assignments tab within a fee will allow an administrator to select who needs to pay a fee. When fees are assigned, guardians with that student added to their LINQ Connect account will receive an email of a newly assigned fee and will see it highlighted on their LINQ Connect dashboard.

1. Navigate to the Assignment tab. There are a few different ways to assign fees from here.
 - a. To add students individually, select Individuals. Then either filter by the available options (grade, fee payment status, building, or homeroom) or enter students by searching their name under Add Student





b. Students may also be added from pre-created groups. Use the Fee Groups tab to first create the group before assigning it. Fee groups might be used to designate students who are in a particular club, sports team, or specialized course. Fee Groups are best used when a set of students are often all assigned the same fee.

