

Fee drive

Reports students in a given class that have not paid up to a given amount of their fees to be sent home to make sure they complete their fees:

- 1) Select school
- 2) Select department
- 3) Select program
- 4) Select class
- 5) Select academic year
- 6) Enter minimum amount—the least amount is expected for the student to have paid to be in class, **e.g., if the amount for the fee drive is 250,000frs, any student that has not paid up to that amount will be those for the fee drive.**
- 7) Then click "Filter," and the report will be displayed. At the top left of the report, download the Excel.

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