

Record fee

The record fee (tuition) permits an amount the student brought as a fee to be recorded. Record fee as follows:

- 1) On the search field, search for a student by name or matricule
- 2) Enter student's name or matricule
- 3) Once the student's name and matricule appear, across the name is a button for fee collection.
- 4) Click on fee collection
- 5) From the drop-down on the field for bank, select the bank where payments were done.
- 6) Enter the amount in the amount field.
- 7) Enter the date for fee collection.
- 8) Reference number is optional.
- 9) Click Save.

Points to Note: Avoid using the same reference number, and also ensure the fields that are required (*) (amount and date) are supplied. Also, once a student's tuition fee has been fully collected. There is no possibility to record again (student has already completed the fee).

9) The button next to fee collection => history gives a report of all collections/records for a given student.

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