A Clearer School Fee Workflow

Organize fee structures, payment records, and due-date reminders step by step.

1. Confirm class-wise fee items, amounts, and due dates for the academic year.

2. Link each charge to the correct student record.

3. Review invoice details before sharing them with families.

4. Record each payment promptly and keep its receipt with the student’s ledger.

5. Check the remaining balance before sending a reminder, including any part payments.

6. Review collections regularly and follow your school’s process for resolving discrepancies.