Delete Tuition Fees (Transactions Menu)

If you post a batch of tuition fees in error you can easily delete the batch posting.

1. Go to the **Transactions** (menu) > **Delete Transactions** > **Tuition Fees**. *Note:* Be sure to select **Delete Tuition Fees**, not *Delete Transaction Fees*.

2. Choose a specific batch (batches are created using *Transactions > Post Tuition Fees) or* select search criteria to locate the tuition fees posted in error.

3. Select **Submit**. In the confirmation window that asks, *Are you sure you want to delete tuition fees*?

4. Click **OK** in the confirmation window that asks, *Are you sure you want to delete tuition fees?* The tuition fees have been deleted and family balances have been updated.

Any fees linked to payments will not be mass deleted. Use Transactions > Search to find tuition fees that could not be deleted due to payment. Unlink the fee from the payment in order to remove the transaction.