

Charge a one time fee for all active students

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Issue/Question

Is there a way to charge every student a one time charge like I can do for an entire class?

Resolution

To post a fee to all active students:

1. Go to Transactions > Post Transactions > **Late Fees/Misc Fees** .
2. Clear the **Current Balance From** field to ensure all families are included.
3. Use the **Transaction Details to Post** section to add the specifics about the fee you are posting. Ensure you select Active Student from the **Post fee per** dropdown.
4. Click **Preview Fees** and review the results for accuracy.
5. Click **Post Fees** and confirm in the pop-up. Jackrabbit will display a list of the fees posted.

⚙️ **Required User Permission:** Post Late/Misc Fees

See [Charge a one time fee](#) for additional fee posting options.
