

# Charge a one time fee for all active students

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## Issue/Question

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

## Resolution

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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.

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