

Post a fee to specific classes [Share](#)

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Issue/Question

I need to charge a fee to every student's account, with the exception of two classes.

Resolution

To post a fee to all students with the exception of specific classes:

1. Go to **Transactions > Post Transactions > Late Fees/Misc Fees** .
2. Clear the **Current Balance From** field to ensure all families are included.
3. In the **Or choose one or more classes** field, select all classes, then deselect any classes you do not want to include.
4. Use the **Transaction Details to Post** section to add the specifics about the fee you are posting. Ensure you select **Student That Meets Criteria** from the **Post fee per** dropdown.
5. Click **Preview Fees** and review the results for accuracy.
6. 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.
