

viewing and paying fees using Fees Central

Fees Central is part of the Calgary Board of Education's (CBE's) [My CBE Account](#) website of online parent tools. Available 24-7, *Fees Central* allows you to view your child or children's outstanding fees, pay those fees all or in part, and view payment and tax receipts.

In this document, you will learn:

- How fees are linked to your [My CBE Account](#)
- How to open *Fees Central*
- How to view outstanding fees, and
- How to pay fees.

NOTE: This document references external resources; view it online so that you can follow the links. See the [Using Fees Central Guide](#) (PDF) for in-depth information and instructions.

About Fees and Your My CBE Account

Two requirements link your [My CBE Account](#) to your child or children so that you can use *Fees Central* to view and pay fees online:

- Your [My CBE Account](#) email address must match the Legal Guardian email address at your child or children's school(s). If not, visit or contact the [school\(s\)](#) to update the information, and
- Your [My CBE Account](#) must list your child or children in the **My Child / Children** section of the *My Account* page. Doing so pulls your child or children's fees into *Fees Central*.

If your [My CBE Account](#) does not meet the requirements, then you will be unable to access *Fees Central*. See the [Getting Started with Fees Central QRG](#) (PDF) for more information. Once your [My CBE Account](#) meets the requirements, go to *Open Fees Central*.

NOTE: See [CBE | Flexible Payment Options](#) for additional payment methods. If you are unable to pay, you can apply for a fee waiver. See the [Getting Started with the Online Fee Waiver QRG](#) (PDF) and [CBE | Waivers](#) for more information.

Open Fees Central

To open *Fees Central*:

1. Log into [My CBE Account](#).
2. The *My Account* page is displayed. In the **Where to go next** section on the right, click "**Pay Fees.**"

NOTE: If the "**Pay Fees**" link is not shown, then your [My CBE Account](#) email address does not match the Legal Guardian email address on file at your child or children's school(s). Visit or contact the [school\(s\)](#) to update the information.

The *Fees Outstanding* page is displayed. Go to *View Outstanding Fees*.

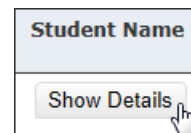
View Outstanding Fees

The default *Fees Outstanding* page is the *Fees Central* home page:

- The top of the page displays time-sensitive information. Read this information whenever you visit so that you are up-to-date
- Scroll down to view the fees. Most fees are displayed by child name and fee type

NOTE: Three standard abbreviations are used: ISM: Instructional Supplies and Materials, MIR: Musical Instrument Rental, and IAF: Incidental Activity Fee. Other fees may use other abbreviations.

- If applicable, click **Show Details** to view Transportation fee details in a pop-up window



- If applicable, existing Pre-authorized Debit (PAD) installment payments are not displayed. Only un-paid fees without an existing payment arrangement are shown.

Go to *Pay Outstanding Fees* on the next page.

NOTE: See the [Managing Fees Central Receipts QRG](#) (PDF) for information on how to send, view, and print a tax receipt from the *Fees Outstanding* page.

Pay Outstanding Fees

TIP: In the [My CBE Account | Fees Central | Help](#) page (login required), click “**Viewing and Paying Fees Using Fees Central Demo**” (Video) for the demonstration video for this procedure.

There are five steps to pay fees online using *Fees Central*:



1. Select Payment Method

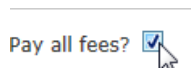
The fees that are eligible for payment in the *Fees Outstanding* page depend on the chosen payment method:

- You can pay all types of fees using the default **Credit Card or Interac Online** method. Leave this method selected to pay by credit card, Interact Online, or VISA Debit card, or
- You can only pay Noon Supervision and Transportation fees using the **Pre-authorized Debit (PAD)** method. Select this method to pay by PAD or to set up PAD installment payments. Doing so deactivates (greys-out) all other fee types in the table.

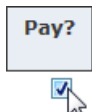
2. Select Fees

Select the fees to pay. Either:

- Click the **Pay all fees?** check box to select all eligible fees in the table, or



- Click the **Pay?** check box for each fee that you want to pay.



3. Specify Payment Amounts

Selecting a fee automatically puts the full balance owed in the **Pay Amount** field. Either:

- Leave the amount in the **Pay Amount** field, or

- Overwrite the amount in the **Pay Amount** field with your desired payment amount.

Balance Owning	Pay?	Pay amount
132.00	<input checked="" type="checkbox"/>	\$ 50.00

4. Calculate Total

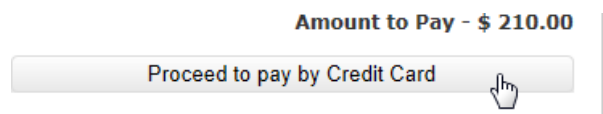
Click **Calculate total amount to pay** to total the payments. Make adjustments to the selected fees and amounts as required.

5. Pay Total

To pay the totaled amount, either:

NOTE: You can only pay a total of \$10 or more. If you owe less than \$10.00 for all totaled outstanding fees, email onlinefeepayments@cbe.ab.ca to request a temporary override on the minimum payment.

- Click **Proceed to pay by Credit Card** to pay by credit card, Interact Online, or VISA Debit card. Follow the instructions to complete your payment, or



- Click **Proceed to pay by Pre-authorized Debit (PAD)** to pay by PAD. With cheque in hand, follow the instructions to arrange the one-time payment or installment payments.

NOTE: For more information on paying fees, see [My CBE Account FAQs](#) (PDF). When in *Fees Central*, click “**Help**” to view additional help resources and “**Contact**” to view your support contacts.