

# 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.

**Delete Tuition Fees**

← RETURN    ✓ SUBMIT

This function will only delete fees created using "Post Tuition Fees", "Post Tuition by Hours", "Copy Class", "Post Late/Misc Fees" and "Post Annual Fees". To delete other types of transactions, use "Delete Transactions." To see what fees you would delete within a date range, use "Transactions Advanced Search."

Post Fee Batch: \*  
No Batch Selected

No Batch Selected

Created: 04/30/20 by helpcenter at 1:27AM, Posting Date: 04/30/20 Families: 7, Students:11, Classes: 6, Net Tuition: 998.50, 0 Deleted of Original 14 Loc., BatchID: 13274736 Posted From:PTF Discounts  
Created: 04/30/20 by helpcenter at 1:16AM, Posting Date: 04/30/20 Families: 8, Students:0, Classes: 0, Net Tuition: -800.00, 0 Deleted of Original 8 Loc., BatchID: 13274719 Posted From:Post Annual Fees

Location: [dropdown]  
From Date: 8/14/2020 [calendar]  
Through Date: 8/14/2020 [calendar]

Fees For Specific Classes: (Active Classes Only)

- Ballet - Beg - F (2019-2020)
- Ballet - Beg - Tue (2019-2020)
- Ballet - Beg - W (2019-2020)
- Ballet - Foundations - Th (2019-2020)
- Ballet - Pointe - T (2019-2020)
- Ballet - Pointe - W (2019-2020)
- Ballet L1 - Mon 7pm (Summer 2020)

More...

Entered by User: [dropdown]

✓ Submit

Select a specific batch from the drop-down list to delete an entire batch of tuition fees.

If you do not select a specific batch, you can choose specific criteria here.

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.