

# Remove Assessed Fees After Purchasing Window Has Closed

After the purchasing window has closed you will need to removed assessed unpaid assessed fees from students.

Warning: Failure to remove unpaid assessed fees will allow parents to pay ChromeCare Insurance Plan fees after the purchasing window has closed.

Login to PowerSchool

Enable **Mass Update/Delete Fees** in Student Fees plugin

Repeat the following for each school building

## Identify students with unpaid ChromeCare Insurance Plan fees

- Select MBA Student Fees from the MBA Plugins section of the left navigation menu
- Select Fee Report
- Under Fee Type select ChromeCare Plan
- Set the Paid amount to = 0
- Click on the Generate Report button
- Click on the Make These Students the Current Selection button at the bottom of the page
- Return to the Start Page to confirm your selection

## Delete unpaid assessed Fees from students

- Open MBA Student Fees again
- Under Fee Type/Category select Technology - ChromeCare Plan
- Under Students set the dropdown to Students in Current Selection
- Under Amounts set Paid = 0
- Click on the Search Fees button
- Click on the Delete Fees button

Disable **Mass Update/Delete Fees** in Student Fees plugin

Note: You will need to manually assess fees and apply the insurance plan for student purchasing insurance after the ChromeCare Plan window has closed and unpaid assessed fees have been deleted.

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