How do I hold results until fees are paid?

Turn on the fee hold in Settings and set how much a family can owe; families owing more see what to pay instead of the result.

1. Open **Settings › Money › Fee hold**.

2. Switch on **Hold results until fees are paid** and set **When the family owes more than** an amount (₦0 holds for any amount; brothers and sisters count together).

3. Choose **Save**. Families owing more than that see "Held until fees are paid", with **Pay**; the result opens as soon as they pay.

Good to know

- To lift the hold for one student, open their record, the **Fees** tab, and choose **Lift for this term**.
- On a published class result, the **Parents** list shows held families with what they owe.

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