

Delete a Billing Code from an Individual's Record

If you add a billing code to a record by mistake or if a student changes tuition options, you can remove billing codes from the individual's record.

1. On the Home screen, click the individual type you want to edit. For example, click **Students** or **Prospective Students**.
2. Double-click an individual to edit.
3. Click the **Billing** tab.
4. Under **Billing Codes**, select the code you want to remove and click **Remove**.