

Unite Education Program v6.5

Job Aid: 5142

Add an Application Fee Waiver to a Person

In Unite, you can add an application fee waiver directly to a person record. When you add a fee waiver, Unite generates a unique code that is specific to the person. The steps for adding an application fee waiver differ depending on whether you want to add the fee waiver to a person or to a group of people.

To add an application fee waiver to a person

1. Open a browser and log on to Unite.
2. On the main menu, click PEOPLE.
3. Click  to clear the previous search.
4. Specify the search criteria.
5. Click .
6. In the *Search Results* grid, click the name of the person.

Note

You may need to sort, filter, or increase the items per page to find the person in the grid.

7. Click .
8. Click  to expand the *Fee Waivers* section.
9. Click .
10. In the **Expiration Date** text box, confirm the expiration date or select a different date.

Note

By default, application fee waivers expire one year from the date that fee waiver codes are generated.

11. Click  .

Note

Once you save your changes, Unite generates a unique fee waiver code for the person.

Note

If a person does not have an LSAC account number at the time you add a fee waiver to the person record, be sure to provide the fee waiver code so the person can enter the code to redeem the waiver.

12. Click  to close the person record.

To add an application fee waiver to a group of people

1. Open a browser and log on to Unite.
2. On the main menu, click PEOPLE.
3. Open a view or perform a search to find the people.

Note

Before you perform a search, be sure to click  to remove the previous search criteria.

4. Select the check box next to each person.

Note

To select all records, select the check box in the grid table header.

Note

You may need to sort, filter, or increase the items per page to find the people.

5. At the bottom of the grid, click **Actions**.
6. Click .
7. In the **Expiration Date** field, confirm the expiration date or select a different date.

Note

By default, application fee waivers expire one year from the date the fee waiver codes are generated.

8. Click **Submit**.

Note

When you add fee waivers to a group, Unite generates a unique fee waiver code for each person in the group.

Note

If any person in the group does not have an LSAC account number at the time you add a fee waiver to the person record, be sure to provide the fee waiver code and instruct the person to enter the code to redeem the waiver.

Related resources

- 5505 - About Application Fee Waivers and Coupons
- 5143 - Check Whether a Person Redeemed a Fee Waiver