

Unite Education Program v10.0

Job Aid: 5143

Check Whether a Person Redeemed an Application Fee Waiver

At any time, you can see whether a person redeemed an application fee waiver by checking the person record. If a person redeemed an application fee waiver, the waiver would be applied to an open application. The person must have an application in Unite for you to check whether the fee waiver was redeemed.

To check whether a person redeemed an application fee waiver

1. Open a browser and log on to Unite.
2. On the main menu, click PEOPLE.
3. Find and open the person record.


Note

You can find person records by performing a search, opening a view on the *Search Results* tab, or checking the *Recents* grid. Each person name is a hyperlink to open the record.

4. Click the tab for the current application.
5. Click to expand the *Fees* section.
6. In the APPLICATION FEE section, check to see whether the **Waived** check box is selected.

Note

If the **Waived** check box is selected, the person redeemed an application fee waiver at the time the application was submitted. If the **Waived** check box is not selected, the person did not redeem an application fee waiver.

7. Click  to close the person record.

Related resources

- 5505 - About Application Fee Waivers and Coupons
- 5433 - Perform a Person Search
- 5743 - Open a Person Record