Unite Education Program v10.0
Job Aid: 5519

Void an Application Fee Waiver for a Person

You can void an application fee waiver on a person record by changing the expiration date to a calendar date in the past. After you void an application fee waiver, the code can no longer be used.

To void 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 **Edit** .

5. Click ⌄ to expand the *Fee Waivers* section.

6. In the **Expiration Date** text box for the fee waiver you want to void, set the date to any date prior to the current date.

7. Click **Save** .

8. Click **X** to close the person record.

Related resources

- 5505 – About Application Fee Waivers and Coupons

- 5433 – Perform a Person Search

- 5743 – Open a Person Record

- 5143 – Check Whether a Person Redeemed a Fee Waiver