

Unite Education Program v6.3

Job Aid: 5609

Add an Application Fee Waiver for a Person with an Unsubmitted Application

As part of an overall recruiting strategy, some schools offer application fee waivers to people who have started but not yet submitted an online application in the current admissions cycle. This strategy helps ease the cost of applying while encouraging people to finish and submit their applications. If you want to offer an application fee waiver to a person with an unsubmitted application, the person must have a record in Unite. Once a specific fee waiver is added to a person record, you can then share the fee waiver code in some form of communication, like an email message or form letter. There are two main steps to add an application fee waiver for a person with an unsubmitted application.

Step 1: Select the person or group of people

1. Open a browser and log on to Unite.
2. On the main menu, click APPLICATIONS.
3. Click the *Unsubmitted* tab.

Note

Only people who have started an online application and who have agreed to share and receive information from your school when registering to take the LSAT test appear in the *Unsubmitted* grid.

4. If prompted to agree to the legal notice, review the agreement and then click  .
5. Select the check box next to each unsubmitted application for which you want to offer an application fee waiver.

Note

You may need to sort, filter, or increase the items per page to see all records in the grid.

Note

The person must have a record in Unite to add a specific fee waiver. You can determine if a person has an existing record by checking the person name to see if there is a hyperlink to open the record. You can also look at the **Person Created/Updated** column for a timestamp that indicates when a person record was either added or last updated in Unite.

Step 2: Add a specific fee waiver to selected person records

1. Click  .

Note

If a person does not have an existing record in Unite, you can select **Create/Update Person** to add a record.

2. Click  .
3. In the **Expiration Date** text box, confirm the default expiration date or select a different date on which the fee waiver expires.

Note

By default, application fee waivers expire one year from the date that Unite generates a fee waiver code.

4. Click  .

Note

You can find specific application fee waiver codes in the *Fee Waivers* section on each person record.