Unite Education Program v6.2
Job Aid: 5370

Add a Generic Application Fee Waiver to Unite

In Unite, you can add up to 1,000 generic application fee waivers at a time. For each generic fee waiver that you add, Unite generates a unique code that can be given to an individual at a recruiting event or during the admission process to encourage prospects to submit their applications online.

To add general application fee waivers to Unite

1. Open a browser and log on to Unite.

2. On the main menu, click UTILITIES.

3. Click the **Waivers/Coupons** tab.

4. Verify you are on the *Application Fee Waivers* grid.

5. Click **+ Add** .

6. In the **Notes/Comments** text box, enter a description for the group of generic application fee waivers you want to add.

7. 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.

8. In the **Number of Fee Waivers** text box, enter or select the number of generic fee waivers you want to add.

Note

You can add between 1 and 1,000 fee waivers at a time.

9. Click **Submit** .

Note

If you plan to distribute generic application fee waivers at a recruiting event or other function, you may want to export a list of the fee waiver codes to a .PDF or an .XLSX file.