

Unite Education Program v6.1

Job Aid: 5505

About Application Fee Waivers and Coupons

As part of an overall recruiting strategy and to ease the cost of applying, some schools offer applicants financial incentives, to include:

- An application fee waiver to waive the application fee
- A coupon to waive the fee for a JD or LLM Credential Assembly Service (CAS) report
- A coupon to waive the fee for a JD CAS or LLM Document Assembly Service (DAS) five-year subscription
- A coupon to waive the fee for an LLM International Transcript Authentication and Evaluation Service (ITAES) subscription

LSAC invoices schools monthly for any fee waivers and coupons that are redeemed.

Both application fee waivers and coupons are unique 19-digit, system-generated, alphanumeric codes. The first four digits are always your LSAC school code. The remaining digits are a random string of letters and numbers.

You can add generic application fee waivers and coupons to Unite, and then export a list of codes that can be distributed at recruiting events or as you work with applicants during the admissions process.

You can also add application fee waivers for specific people in different ways, including:

- Add a fee waiver directly to a person record
- Add fee waivers to the person records for a selected group of people

- Add fee waivers to the person records for people who are either updated or added to Unite as a result of a CRS query
- Add fee waivers to one or more selected applicants who have started but not yet submitted an online application

If you add an application fee waiver for specific people, those with LSAC account numbers do not have to enter the code to redeem the waiver. People without LSAC account numbers must enter the code to redeem the waiver. If you enter the LSAC account number for a person after you add a fee waiver to the person record, the person must enter the code to redeem the waiver.

By default, application fee waivers and coupons expire one year from the date that codes are generated. You can extend a waiver or coupon by changing the expiration date to a calendar date in the future. You can void a waiver or coupon by changing the expiration date to a calendar date in the past.