

Unite Education Program v6.1

Job Aid: 5582

Void a Generic Application Fee Waiver

You can void a generic application fee waiver 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 UTILITIES.
3. Click the **Waivers/Coupons** tab.
4. Verify you are on the *Application Fee Waivers* grid.
5. In the grid, click the fee waiver code you want to void.
6. In the **Expiration Date** text box, set the expiration date to any date prior to the current date.
7. Click  .