

Manually Recording Waivers

As part of your work, you may need to record different types of Waivers on a student's account. The steps for manually recording all Waivers are the same in UR Student. Other waivers are applied by automated processes.

1. Type **Rec Stu Waiv** in the search field
**No need to type the whole task in UR Student!*
2. Select **Record Student Waiver** from the drop-down
3. Type **Student's name** or **UR ID** in Student field and press Enter

Note: The Financial Aid Record field populates automatically

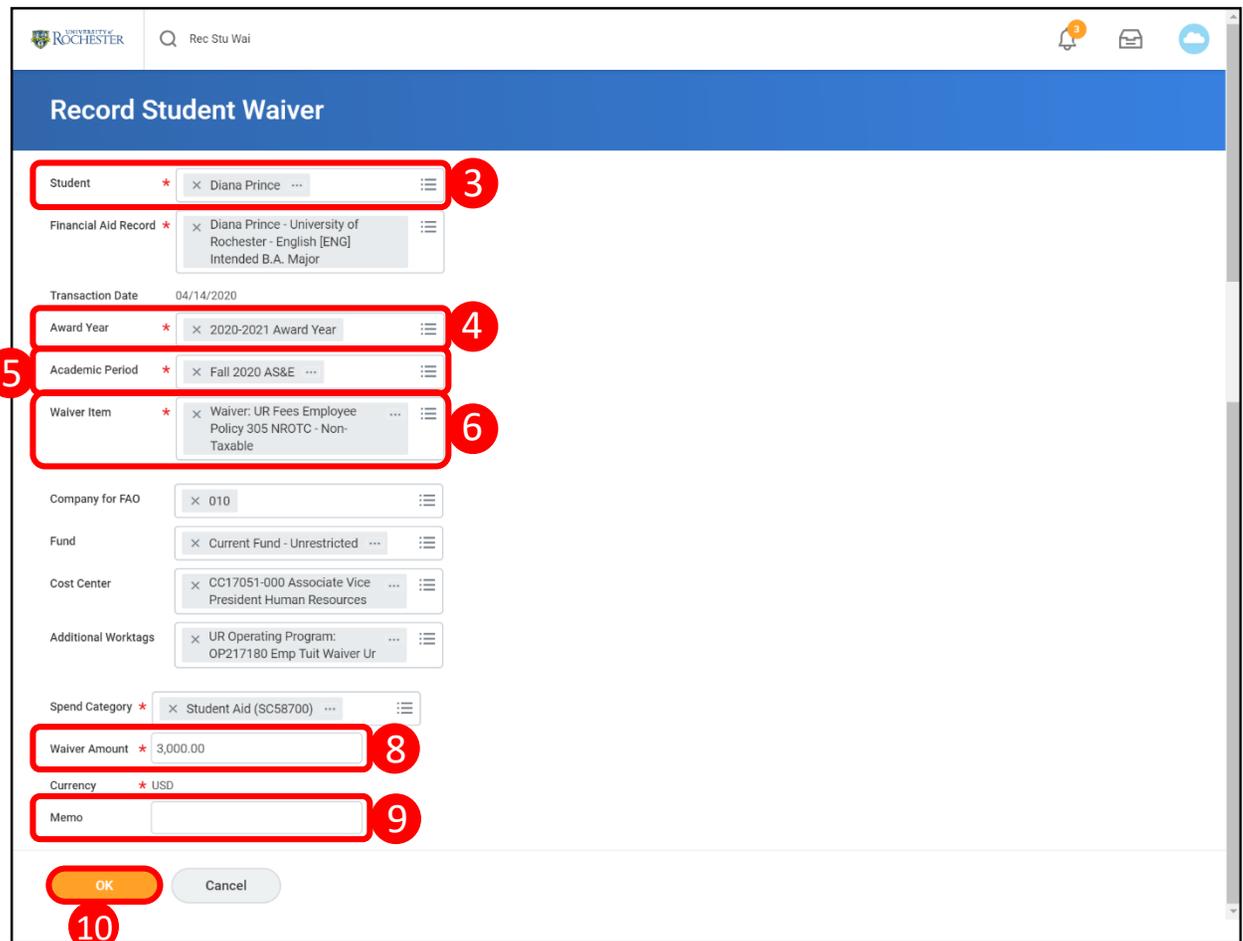
4. Click the More icon in the Award Year field to select **Award Year**
5. Click the more icon in the Academic Period field to select **Academic Period**
6. Type part of the **Waiver name** in the Waiver Item field and press Enter

Note: UR Student will yield all results that meet your search criteria – watch the spelling when you search

7. Select the **Waiver Item** from drop-down, if necessary

Note: The **Accounting** fields populate automatically – you must not edit these

8. Enter the **Waiver Amount**
9. Optional: Type a **Memo** to record any exceptions or any information you think may be helpful when you or someone else review the waiver in the future
10. Click **OK**
11. Click **Done**



The screenshot shows the 'Record Student Waiver' form in the UR Student system. The form is titled 'Record Student Waiver' and contains several fields. Red boxes and numbers 3 through 10 highlight the steps for recording a waiver. Step 3: Student field (Diana Prince). Step 4: Award Year field (2020-2021 Award Year). Step 5: Academic Period field (Fall 2020 AS&E). Step 6: Waiver Item field (Waiver: UR Fees Employee Policy 305 NROTC - Non-Taxable). Step 8: Waiver Amount field (3,000.00). Step 9: Memo field. Step 10: OK button.