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**