9.2 Assign a Waiver for an Individual Student

Purpose: Use this document as a reference for how to assign a waiver to a student's account in ctcLink. [Visit the State Boards Tuition Waivers page.](#)

Audience: Student Financials staff.

❗ You must have at least one of these local college managed security roles:

- ZC SF Tuition and Fees
- ZD SF Processing Inquiry
- ZD SF Tuition and Fees
- ZZ SF Processing Inquiry
- ZZ SF Tuition and Fees

   If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

❗ For creating/adjusting/updating waiver setup, a ticket must be submitted to SBCTC for review/approval.

💡 Do you have trouble knowing which method to apply the Waiver to the student?

- Utilize the BI Publisher Report **BCS_SF_TGRP.** Please refer to the [The Tuition and Fees Waiver Configuration Report](#) QRG.
- Utilize the **QCS_SF_WAIVER_CONFIG_REPORT** query for alternative display of your Waiver configuration. This query only returns the current Term.
- Refer to the [Apply/Update Student Waivers Through Equation Variables and Student Groups](#) QRG for information on applying waivers through Equation Variables or Student Groups.

Navigation: NavBar > Navigator > Student Financials > Tuition and Fees > Assign Student Waiver

1. The **Assign Student Waiver** search page displays.

2. Select the **Add a New Value** tab to add a new waiver or **Find an Existing Value** to search for an existing student record.
3. Enter the **Business Unit, ID, Term,** and **Waiver Code**.
4. Select the **Add** or **Search** button.

Assign Student Waiver

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

▼ **Search Criteria**

Business Unit [= ▼] WA171
ID [begins with ▼] 201036446
Term [begins with ▼] 2157
Waiver Code [begins with ▼] W51

☐ Include History   ☑ Correct History

[Search]   [Clear]   Basic Search   ⧉ Save Search Criteria

Find an Existing Value | Add a New Value

5. The **Assign Student Waiver** page displays.
6. Select an **Effective Date**. The Effective Sequence will auto-populate.
7. Select the **Status** of **'Active'**.
8. Add any **Additional Details** about the waiver or the student's account. This field is optional.
9. Select the Override Waiver Code Values arrow to expand this section
   A. You can populate these fields to override the standard waiver values.

> ❗ Certain Waivers require a flat amount to be input via the override waiver code variables expandable box.

10. Select the **Save** button.

> 💡 For the waiver to be applied to the student account, tuition calculation must be run. Tuition can be calculated through the nightly batch process or manually by calculating tuition for an individual student.

Assign Student Waiver

Business Unit	WA171	Spokane Community College
ID	201036446	Nidless, Francis
Term	2157	FALL 2015
Waiver Code	W51	State Employees

Waiver Offset	0.00
Waive Percentage	100.00
Amount/Unit	0.00 USD Flat Amount 0.00 USD
Maximum Amount	9,999,999.00

Details   🔍 | ◁ ◀   1 of 1 ▾   ▶   ▷ | View All

*Effective Date 04/11/2023 📅   *Effective Sequence 1   ➕ ➖

*Status Active ▾

Additional Details

▼ Override Waiver Code Values

Waiver Offset	0.00
Waive Percentage	100.00
Amount/Unit	0.00 USD Flat Amount 0.00 USD
Maximum Amount	9,999,999.00

Created By   On:
Updated By   On:

[Save] [Notify]   [Add] [Update/Display] [Include History] [Correct History]

10. Process complete.