Logging a Fee Waiver in Radius

This guide will cover:

- Applying a fee waiver to an application invoice.

**IMPORTANT:** Before logging an application fee waiver, there must be an open invoice to apply the fee waiver to.

**Step One**

To log a fee payment for an application, use the global search to locate the contact record of the applicant.

![Search Bar]

**REMEMBER:** You can search for a contact by using one of the following fields:

- Email (recommended)
- First and last name
- Date of birth
- Mobile number
- Contact street

**TIP:** Adding an asterisk to the end of a value in the search bar can expand your search if you are unsure of what name a student may have in the system. For example, searching for Matt* will find all records that contain the word “Matt,” including Matthew or Matthews.

**Step Two**

Once you have located the contact record of the applicant, click **Action** then **View** to access their contact record.

If necessary, add the **Applications** related information tab. Click the **Related Information** drop-down then select **Applications**.

![Application Tab]
Step Three

Click the Action button then select View to open the application record for which the invoice is applied.

Step Four

Within the application record, click the Related Information drop-down and select Invoices to add the new tab.

![Related Information drop-down menu with Invoices highlighted](image)

Step Five

On the Invoices tab, click the Action button associated with the invoice then click Edit. As a reminder, a fee waiver should only be applied after official documentation has been received and approved.

Step Six

Click on the Payment Method drop-down and select Fee Waiver.

![Payment Method drop-down menu with Fee Waiver selected](image)

Step Seven

Adjust the Rate to reflect 0.00.
**Step Eight**

When you click off of the line item, the Sub Total, Grand Total and Balance Due will all adjust to reflect the current amount for the invoice.

![Payment Information](image1.png)

**Step Nine**

Verify that the Balance Due is equal to **$0.00** and click **Save**. The invoice status should now be marked **closed** on the summary page.

![Invoice Information](image2.png)