Manage Application Fee Waivers

This document focuses on features and functionality of application fee waivers. These features give you more ways to create fee waivers and allow you to manage fee waiver information in the prospect and applicant records.

ACES² enables users to award application fee waivers:

- through CRS, Forum, and Untransmitted Eapp queries
- through a FlexApp-based fee waiver setting
- through a recruit event
- through a batch-specific process
- through a batch generic process

Prospects that do not have an LSAC account number at the time a fee waiver is generated must enter the fee waiver code at checkout after completing an electronic application. Therefore, you must provide the fee waiver code to these prospects.

Award an Application Fee Waiver from a Recruit Event

Schools often associate a large number of prospects with a recruit event. This feature simplifies the awarding of application fee waivers within the Recruit Event module.

1. From the Search tab, select Recruit Events.
2. Enter your search criteria to locate the recruit event you want. Select the icon at the left of an event to open the window for that event.

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Form</th>
<th>Prospects</th>
<th>Applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York Forum</td>
<td>Add</td>
<td>3574</td>
<td>114</td>
</tr>
<tr>
<td>New York Forum attendees</td>
<td>Add</td>
<td>2789</td>
<td>82</td>
</tr>
</tbody>
</table>

3. Expand the Prospects section. You will see the list of prospects associated with the event. You may need to select the Paging Off button to see the full list of prospects.

4. Select the Fee Waiver checkbox for any prospect whose application fee you want to waive.
   - To waive the application fee for all prospects associated with the recruit event, select the Fee Waiver checkbox located on the title bar.
   - If you select the Fee Waiver checkbox on the column heading, and your paging is on, it will waive the fee for all prospects associated with the recruit event—not just those visible on the page.
   - When you click on the double chevron to the right of the fee waiver column heading, a help window will display.

5. Specify the Fee Waiver Expiration Date.
   - If you do not select a fee waiver expiration date, ACES² will create an expiration date of one year from the date on which the fee waiver was created and confirmed.
   - You can either enter this manually or use the pop-up calendar.

6. Select Confirm.
7. A confirmation box will appear. Select **OK** to confirm or **Cancel** to abandon your changes. The appearance of this dialog box may vary slightly depending on your web browser.

8. A message indicates the number of fee waivers granted. Select **OK** to continue.

- If the prospect’s record contains an LSAC account number, the fee waiver you grant will be linked automatically to the prospect’s account at LSAC.

However, if the prospect does not have an LSAC account number when you generate a fee waiver, you must provide the fee waiver code directly to the prospect. The prospect must enter the fee waiver code at checkout after completing an electronic application.
9. The Fee Waiver column displays an indicator that a fee waiver was granted.

- Once a fee waiver is granted, it cannot be deleted. You must edit the expiration date to either extend or deactivate it.

**Edit an Application Fee Waiver from a Recruit Event**

1. To modify the fee waiver expiration date, select **Edit**. You must do this for each prospect individually.

   a. If the date is in the past, you can extend the expiration date by selecting a date in the future.

   b. If the date is in the future, you can have the fee waiver expire by selecting a date in the past.

2. Select **Save**.
Award a Batch-Specific Fee Waiver Based on Selection Criteria

This feature allows you to target specific prospects in your ACES² database based on your search criteria, generate a list of these prospects, and grant a fee waiver in a batch.

1. From the Utilities tab, select Generate Fee Waivers/Generate Batch Specific Fee Waivers.

2. Enter your search criteria in the Prospect Search Criteria section. Criteria may include:
   a. biographic and demographic information (note that you can select multiple ethnicities)
   b. education
   c. LSAT score and GPA range
   d. recruit event information
   e. programs, coursework, or LLM areas of interest

   Please note: You may want to exclude prospects that already have an active fee waiver or any prospects that have not applied to your school.
3. Select **Search**.

- You can sort the information displayed by clicking on a column heading.

4. If your search results in fewer than 1,000 records, select the **Check All** button to select all prospects listed, or select prospects individually.

If your search results in more than 1,000 records,

- all checkboxes are automatically selected and cannot be deselected

- only the first 1,000 records will display. Select **Export** to produce an Excel spreadsheet containing all records. Please refer to step 8 below for more information.

5. The Prospect Search Criteria section always displays above the Search Results section. You can see your selected criteria and return to it to modify your search.

To quickly clear your current search criteria in order to narrow your search, or to start a new search, select **Clear** at the bottom right of the Prospect Search Criteria window.
6. Specify the Fee Waiver Expiration Date.
   - You can either enter this manually or use the pop-up calendar.
   - The expiration date must be in the future.
   - If you do not select a fee waiver expiration date, ACES² will create an expiration date of one year from the date on which the fee waiver was created and confirmed.

7. If you want to generate an export report containing the prospects selected in the search results grid, select Export.

8. Microsoft Excel will launch the report. It will automatically be named “Batch Fee Waivers” with that day’s date and time stamp. You can save the file with a different name. Close the report to continue.

9. Click the Grant Fee Waiver button.

10. A confirmation box will appear, indicating the number of fee waivers granted.

   - If the Fee Waiver Expiration Date is left blank, the confirmation window will display the default date.

11. Select OK to return to the Batch Special Fee Waiver Generation screen.
Award a Batch Generic Fee Waiver

You can also generate a large number of generic fee waivers at the beginning of a recruitment season to distribute to prospects at recruiting events. This feature allows you to generate up to 1,000 fee waivers.

Since these fee waiver codes are not associated with a prospect’s LSAC account number, the recipient must enter the fee waiver code during the application checkout process.

1. From Utilities, select Generate Fee Waivers/Generate Batch Generic Fee Waivers.

2. The Generate Batch Generic Fee Waivers screen appears.

3. Specify an expiration date.
   - You can either enter this manually or use the pop-up calendar.
   - The expiration date must be a future date.
   - If you do not select a fee waiver expiration date, ACES² will create an expiration date of one year from the date on which the fee waiver was created and confirmed.
4. Enter the number of fee waivers you want to generate. The number must be between 1 and 1,000.

5. Select **Generate Fee Waivers**.

![Generate Batch Generic Fee Waivers](image)

6. ACES\(^2\) will create the fee waivers you requested, along with their expiration date; it will display this information in a new window in Microsoft Excel.

- The file will contain the number of fee waivers and a fee waiver code. The fee waiver code will begin with your four-digit school code followed by an array of letters and numbers.

7. Save the Excel file for your records.

8. When you distribute the fee waiver codes to prospects, be sure that each prospect receives only one fee waiver code.

- These fee waiver codes are not associated with a particular candidate, so careful distribution is important.

- It might be worthwhile to document the name of the candidate to whom you issue this fee waiver. This code can be recorded in the prospect’s record as well.
Award an Application Fee Waiver Through a Prospect Record

You can also award an individual fee waiver from within a prospect record. In addition, you can modify the fee waiver expiration date for all fee waivers granted by your law school.

1. From the **Search** tab, select **Prospects**.

2. Enter the search criteria to locate an existing prospect’s record.
   - If the prospect is not in ACES², add the prospect.

3. From the **Summary** tab within the prospect’s record, expand the Fee Waivers section.

4. Select **Add**.

5. Select the **Grant Individual Fee Waiver** radio button.

6. Specify the fee waiver expiration date.
   - You can either enter this manually or use the pop-up calendar.
   - The expiration date must be in the future.
   - If you do not select a fee waiver expiration date, ACES² will create an expiration date of one year from the date on which the fee waiver was created and confirmed.

7. Click the **Grant Fee Waiver** button to initiate the process.

8. A confirmation window will display. Select **OK** to return to the Summary page.
• ACES² will create the fee waiver you requested. In the Fee Waivers section of the prospect record, you will see the number of fee waivers granted, the Fee Waiver Type, Fee Waiver Code, Fee Waiver Expiration Date, Fee Waiver Creation Date, and User ID of the ACES² user who granted the fee waiver.

Record an Application Fee Waiver in the Prospect Record

You can record the fee waiver code generated through the Batch Generic Fee Waiver process. Since these fee waiver codes are not associated with a prospect’s LSAC account number, the recipient must enter the fee waiver code during the application checkout process.

1. From the Search tab, select Prospects.
2. Enter search criteria to locate the prospect’s record.
3. From the Summary tab within the prospect’s record, expand the Fee Waivers section.
4. Select Add.
5. Select the Record Fee Waiver radio button.
6. Either manually enter or paste the Fee Waiver Code that was obtained through the batch generic fee waiver tool.
7. Click the Record Fee Waiver button.
8. A confirmation box will be displayed. Select OK to return to the Summary page.

- Fee waivers are processed at LSAC about twice an hour.

- Only valid and processed fee waivers can be recorded in the prospect record. If the code is invalid or if recorded too soon, ACES\(^2\) will display a message notifying you that the fee waiver code has not been processed yet.

- Since these fee waiver codes are not associated with a prospect’s LSAC account number, the recipient must enter the fee waiver code during the application checkout process.

**Send Fee Waivers to LSAC**

Fee waivers you generate in ACES\(^2\) are sent to LSAC for processing so they can be used by prospects. This is done through a data exchange process. You can view the frequency of the data exchange for fee waivers you generate in ACES\(^2\).

1. From **Utilities**, select **Data Exchange**.

2. Expand the Data Exchange Settings section and locate the row called Send Fee Waivers to LSAC. This displays the frequency of exchange, whether or not the exchange occurs over the weekend, the start and end times, last execution and next execution dates and times, and the status. This helps you gauge how long the process will take for LSAC to record the fee waiver until it can be redeemed by the prospect.
If you keep your LLM data in a separate ACES² database, your Data Exchange Settings section may look a bit different.

### View and Manage Fee Waivers in a Prospect Record

In the Fee Waivers section of a prospect record, you can see each type of fee waiver your school has granted a prospect. These are the types of fee waivers you will see in a prospect record:

- Batch Generic
- Batch Specific
- CRS/Forum
- Individual Specific
- Recruit Event
- Untransmitted Eapp

A fee waiver cannot be deleted. Only its expiration date can be edited.

1. If you need to edit the expiration date, select **Edit**.

2. Modify the date and select **Save**.
View the Redeemed Fee Waiver in the Applicant Record

1. From the **Status** tab in the applicant record, expand the Fees section. On the right-hand side, there is a column labeled Fee Waiver Type. This will display the type of fee waiver used when the application fee was waived.
   - This cannot be edited.
   - This field is available in Reports and Conditions.

2. The column labeled Check(Cheque)EFT No contains the fee waiver number for waivers generated through Candidate Referral Service (CRS) queries, Untransmitted Eapp queries, and Recruit Events, as well as those for which you granted an individual fee waiver. This field can be edited.

There is a hierarchy that is used if a prospect has been granted multiple fee waivers. They are processed in the following order:

- LSAC waiver
- application-specific fee waiver
- fee waivers granted through a process like batch-specific fee waivers, CRS, recruit events, and untransmitted eapps
- generic fee waiver

**View Fee Waiver Types**

1. To see the fee waiver types available, select **Utilities/Fields**.
2. From the drop-down field, select **Fee Waiver Type**.
   - You cannot add to this list.
   - You can modify the LS Code and the Report Code.
   - Each fee waiver type has an LSAC Code.
   - The fee waiver codes that your school generates will appear in the prospect record.
   - The fee waiver applied during the application process will appear in the applicant record.

<table>
<thead>
<tr>
<th>Description</th>
<th>LS Code</th>
<th>Report Code</th>
<th>LSAC Code</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Specific</td>
<td>ALCS</td>
<td></td>
<td>Yes</td>
<td>Edit</td>
</tr>
<tr>
<td>Batch Generic</td>
<td>BTHG</td>
<td></td>
<td>Yes</td>
<td>Edit</td>
</tr>
<tr>
<td>Batch Specific</td>
<td>BTHN</td>
<td></td>
<td>Yes</td>
<td>Edit</td>
</tr>
<tr>
<td>CR&amp;SForum</td>
<td>CR&amp;S</td>
<td></td>
<td>Yes</td>
<td>Edit</td>
</tr>
<tr>
<td>Individual Specifics</td>
<td>IND</td>
<td></td>
<td>Yes</td>
<td>Edit</td>
</tr>
<tr>
<td>LSAC</td>
<td>LSAC</td>
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<td>Yes</td>
<td>Edit</td>
</tr>
<tr>
<td>RecruItt Event</td>
<td>REC</td>
<td></td>
<td>Yes</td>
<td>Edit</td>
</tr>
<tr>
<td>Untransmitted E-App</td>
<td>BMN</td>
<td></td>
<td>Yes</td>
<td>Edit</td>
</tr>
</tbody>
</table>

**Provide Fee Waiver Codes to Prospects**

It is essential to provide the fee waiver code and its corresponding expiration date to your prospects who have not registered with LSAC and who did not have an LSAC account number at the time you created the fee waiver.

**Manage Fee Waivers Issued Prior to September 1, 2015**

The fee waiver expiration dates for application fee waivers created prior to September 1, 2015, cannot be extended if they have already expired. You will need to generate a new fee waiver for the prospect.

**Set User Roles to Grant Fee Waivers**

User roles associated with fee waivers are specified through permissions granted in your ACES\textsuperscript{2} user profile by the ACES\textsuperscript{2} administrator in your admission office.

If you are an administrator and want to give permission to a staff member to assign and manage fee waivers, select **User** from the **Utilities** tab and select **Edit** for the user to whom you are granting permission.
Users who have modify permission for Utilities.GenerateFeeWaivers will also have modify permission for both Prospect.ProspectFeeWaivers and Utilities.GenerateFeeWaivers.

For Individual Prospect Record: Prospect.ProspectFeeWaivers:

- **Modify** permits fee waiver generation.
- **View** permits viewing only.

For Batch Generic and Batch Specific: Utilities.GenerateFeeWaivers:

- **Modify** permits fee waiver generation.
- **View** permits viewing only.