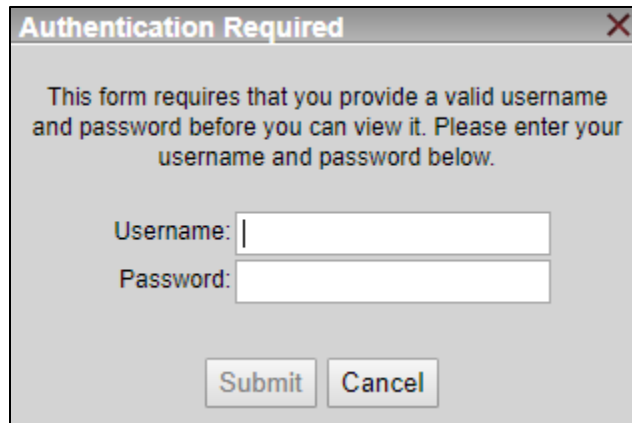


# University of North Dakota

## *How to complete the Waiver Form*

The Waiver Form can be found on the One-Stop Student Services [website](#)

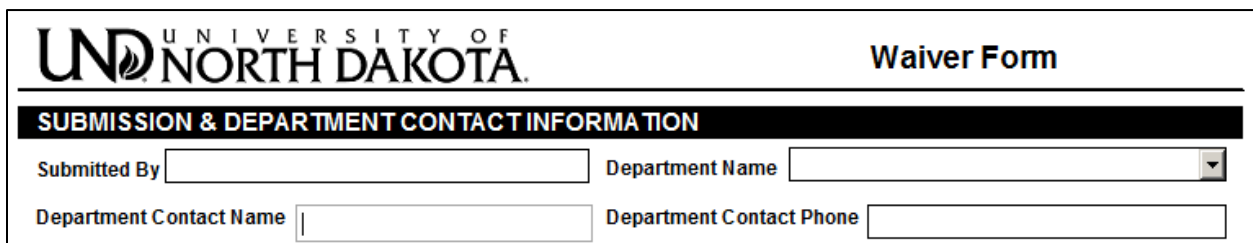
- ❖ Log into the TransForm by entering your NDUS user name and password
  - firstname.lastname and password



The image shows a dialog box titled "Authentication Required" with a close button (X) in the top right corner. The text inside the dialog box reads: "This form requires that you provide a valid username and password before you can view it. Please enter your username and password below." Below the text are two input fields: "Username:" and "Password:". At the bottom of the dialog box are two buttons: "Submit" and "Cancel".

- ❖ The deadline for waivers to be submitted to Resource Planning & Allocation is:
  - Fall semester is July 15
  - Spring semester is December 1
  - Summer semester is May 1
- ❖ Some waivers may have earlier deadlines
- ❖ Unless a waiver is pending an appeal, waivers submitted to Resource Planning & Allocation after the deadline may be declined.
- ❖ Waivers submitted to Resource Planning & Allocation after the deadline are reviewed on a case-by-case basis.

### SUBMISSION & DEPARTMENT CONTACT INFORMATION



The image shows a form titled "Waiver Form" with the University of North Dakota logo on the left. Below the logo is a black header bar with the text "SUBMISSION & DEPARTMENT CONTACT INFORMATION" in white. Below the header bar are four input fields: "Submitted By" (text box), "Department Name" (drop-down menu), "Department Contact Name" (text box), and "Department Contact Phone" (text box).

- ❖ **Submitted By** – automatically populated with the user completing the Waiver Form
- ❖ **Department Name** – select from the drop down list and click OK
  - If your **Department Name** is not listed, check **Add value not in list** and enter your Department Name in the box provided below this statement.
- ❖ **Department Contact Name** – enter name of the person to be contacted in case of questions or the need for additional information
- ❖ **Department Contact Phone** – enter the phone number for the person listed as the **Department Contact Name**

## WAIVER INFORMATION

WAIVER INFORMATION	
Semester/Academic Term:	<input type="text"/>
Waiver Type:	<input type="text"/>
Comments:	<input type="text"/>

- ❖ **Semester/Academic Term** – select which one the waiver will apply to from the drop down list and click OK
  - Format is **Season Year (Academic Term)**
  - There are multiple semester/academic terms listed, please choose carefully!
- ❖ **Waiver Type** – select from the drop down list and click OK
  - If your waiver type is not listed please contact Jennifer in Resource Planning & Allocation at 777-6142 or [jennifer.moe@und.edu](mailto:jennifer.moe@und.edu)
- ❖ **Comments** – please enter any additional information about the waiver

## WAIVER RECIPIENTS

- ❖ Students are able to be entered two ways: **Manual Input** or **Excel File Import**
  - *Only use the **Excel File Import** if submitting more than 20 students*

WAIVER RECIPIENTS						
<p><b>Note:</b> Please indicate for each student either: the amount or percentage to be waived in the "Amount to Waive" column and click the corresponding radio button for \$ or % OR click the "Waive to Resident Rate" radio button if tuition should be waived down to the Resident tuition rate. <u>Please enter students in alphabetical order by last name to assist in processing the waivers.</u></p>						
<input type="radio"/> Manual Input <input type="radio"/> Excel File Import		<i>Only use the <b>Excel File Import</b> if submitting more than 20 students. Download, save and complete the <a href="#">Excel Template</a></i>			<input type="button" value="Add Attachment"/>	
<i>Click <b>Attach</b> button to attach completed file to form.</i>						
#	Student ID #	First Name	Last Name	Waive to Resident Rate	\$ or %	Amount To Waive
1				<input type="radio"/>	<input type="radio"/> \$ <input type="radio"/> %	
2				<input type="radio"/>	<input type="radio"/> \$ <input type="radio"/> %	
3				<input type="radio"/>	<input type="radio"/> \$ <input type="radio"/> %	
4				<input type="radio"/>	<input type="radio"/> \$ <input type="radio"/> %	
5				<input type="radio"/>	<input type="radio"/> \$ <input type="radio"/> %	
6				<input type="radio"/>	<input type="radio"/> \$ <input type="radio"/> %	
7				<input type="radio"/>	<input type="radio"/> \$ <input type="radio"/> %	
8				<input type="radio"/>	<input type="radio"/> \$ <input type="radio"/> %	
9				<input type="radio"/>	<input type="radio"/> \$ <input type="radio"/> %	
10				<input type="radio"/>	<input type="radio"/> \$ <input type="radio"/> %	
11				<input type="radio"/>	<input type="radio"/> \$ <input type="radio"/> %	
12				<input type="radio"/>	<input type="radio"/> \$ <input type="radio"/> %	
13				<input type="radio"/>	<input type="radio"/> \$ <input type="radio"/> %	
14				<input type="radio"/>	<input type="radio"/> \$ <input type="radio"/> %	
15				<input type="radio"/>	<input type="radio"/> \$ <input type="radio"/> %	
16				<input type="radio"/>	<input type="radio"/> \$ <input type="radio"/> %	
17				<input type="radio"/>	<input type="radio"/> \$ <input type="radio"/> %	
18				<input type="radio"/>	<input type="radio"/> \$ <input type="radio"/> %	
19				<input type="radio"/>	<input type="radio"/> \$ <input type="radio"/> %	
20				<input type="radio"/>	<input type="radio"/> \$ <input type="radio"/> %	

❖ **Manual Input** – click button to manually enter the student information in the fields provided

- *Each student must be listed on a separate line*
- *To assist in processing, please enter students alphabetically by last name*
- Enter for each student
  - **Student ID#** (all seven digits)
  - **First Name**
  - **Last Name**
- Indicate for each student:
  - **Amount to Waive** and choose \$ or %  
*OR*
  - Click the **Waive to Resident Rate** radio button if tuition should be waived down to the Resident tuition rate

❖ **Excel File Import** - click button to use an Excel spreadsheet to enter student information

- *Please use this option if there are more than 20 students*
- Open the Excel file example by clicking the [Excel Template](#) link
- This will open a sample Excel spreadsheet (see below)

	A	B	C	D	E	F
				Waive to Resident Rate	Amount To Waive	\$ or %
1	StudentID	FirstName	LastName			
2	1234567	First	Student		2,000.00	\$
3	0056789	Second	Student		50.00	%
4	0003789	Third	Student	Yes		

- *Delete the three sample rows*
- *Each student must be listed on a separate line*
- *To assist in processing, please enter students alphabetically by last name*
- Enter for each student or copy/paste as values from an existing spreadsheet
  - **Student ID#** (all seven digits)
  - **First Name**
  - **Last Name**
- Indicate for each student:
  - **Amount to Waive** and choose \$ or %  
*OR*
  - Enter **Yes** in the **Waive to Resident Rate** column if tuition should be waived down to the Resident tuition rate
- Save the Excel file to your computer
- Close the Excel file

- Back on the Waiver Form, Click **Add Attachment**
  - An **Attachments** dialogue box will open
    - Click **Choose File**
    - Locate the Excel file created above
    - Click **Open**
    - Click **Add**
    - Click **Close**

## **SUBMIT WAIVER FORM**


- ❖ Click the **Submit Form** button at the bottom of the form to submit the Waiver Form.

- ❖ The TransForm will ask you to enter your NDUS username and password again to serve as your signature. Click **OK**.

- ❖ Enter your NDUS user name and password and click **Submit**

- ❖ The Submission Status dialogue box will appear with your tracking number.
  - Please write down this number in case you do not get a confirmation email. This number can be used to track down a lost Waiver Form in the system.
  - Click **OK**

- ❖ A dialogue box will open explaining the next steps in the submission process



Your UND Waiver Form has been submitted successfully! An email is being sent to you with a link to the form to print for your records (available only within two weeks of submission). The Budget Office will contact you if there are any questions regarding the information on the form. If you later find that more students should receive this waiver, please sign in and complete a new form for only the additional students. If a student needs to be removed, please email the Budget Office.

Once the waiver has been approved by the Budget Office, it will be routed to Student Account Services for processing.

### **Need to add a student that wasn't on a prior Waiver Form?**

- ❖ If you need to add a waiver for more students, please complete and submit a new Waiver Form for *only the additional student(s)*.
- ❖ **Waiver requests for additional students are not accepted by email.**

### **Need to remove a student that was submitted on a Waiver Form?**

- ❖ If you need to remove a waiver for a student, please send an email to Jennifer Moe and Heidi Smart.
- ❖ **Include the Student ID, Student Name, Waiver Type, and Semester/Academic Term**

### **Important Reminders!!!**

- ❖ A Waiver Form needs to be submitted each semester for students receiving a UND tuition waiver
- ❖ A Waiver Form request **will not** carry forward into the following semester(s)

### **Questions**

- ❖ If you have questions about the Waiver Form or the waiver approval, please contact Jennifer Moe in Resource Planning & Allocation at 777-6142 or [jennifer.moe@und.edu](mailto:jennifer.moe@und.edu)
- ❖ If you have questions regarding the actual posting of the waiver to the student's account, please contact Heidi Smart in Student Account Services at 777-4701 or [heidi.smart@und.edu](mailto:heidi.smart@und.edu)