ACCOUNTING PROCEDURES - GENERAL
Section: 300-70 EXHIBIT B
Effective: 01/09/1984
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Issuance Date: 01/09/1984
Issuing Office: General Accounting Division

EXHIBIT B
INSTRUCTIONS FOR ISSUANCE OF FEE WAIVERS

1. **Date:** Enter the date that the form is issued

2. **Student Roster Number:** Enter the Student Roster Number. This number is prefixed by the letter "U" or "G" and followed by five numbers, a space, and three numbers. The student number is reflected on the registration and enrollment cards and is on record in the Registrar's Office. Because many names are similar and some are the same, the roster number is the recognized identification of each student and the key to the Data Processing Center's student registration records. A student's roster number can vary from quarter to quarter, so care should be taken in using the current quarter's assigned number.

3. **Student Name:** Print the student's name (last name, first name, then middle name) exactly as recorded on the official registration records. Students should be questioned whenever it appears that nicknames, initials, or other abbreviations are offered instead of the legal name.

4. **Quarter and Year:** Enter appropriate information: Fall, Winter, Spring, or Summer and the year the quarter starts.

5. **Basis for Waiver and Amount:** Check the proper basis for issuing the waiver in the column provided and place the amounts of fees being waived in the AMOUNT column next to the correct type of fee. For waivers not printed on the form, refer to Exhibit E for Type Code and amount. Please note that the upper section of the form is for Registration and other related fees and the bottom portion is for the Nonresident Tuition Fee.

6. **Issuing Officer's Signature:** The officer authorizing the waiver (or his/her representative) signs the space marked AUTHORIZED APPROVAL and enters his/her department's name.