Tuition and Fee Waiver Documents (SS2/SSB)
SS2: Cover sheet
To create a new SS2 document, type "NEW" in the Action field and press ENTER.

>> Select a document or a new action and press ENTER to continue <<

*DEFINE
AUTORIZE TUITION/FEES WAIVER - SS2 Year 92 93
Command: SS2 SSN: Misc: Account:
---------------------------------------------------------------------------------------------------------------------
Status: -- COVER SHEET -- Document ID: ___________

Action: NEW Summary:
Created: / / Category:

Sections: __ 1. Tuition and Fees Waiver Information
__ 2. View Current AR Code Information
__ 3. Department Codes (Optional)

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Account Number: SSN: --
Account Title : Name: Waiver YYS:
AR Code : School: Major: Class:
Reg Status: Resident:

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 6/15/93 10:40 AM --

SS2: Cover Sheet
The document status becomes CREATED, a temporary summary fills in, and the document ID number is assigned.

To access the Sections, type an "X" in the space to the left of the section number.

The fields below the dashed line on the cover sheet will fill in automatically after the Section 1 information is entered.

>>CREATION OF DOCUMENT D0SS2999842 SUCCESSFULLY COMPLETED; CONTINUE<<

*DEFINE
AUTORIZE TUITION/FEES WAIVER - SS2 Year 92 93
Command: SS2 SSN: Misc: Account:
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Status: CREATED -- COVER SHEET -- Document ID: D0SS2999842

Action: ___ Summary: NEW SS2 Document: temporary summary
Created: 06/15/93 ACALP PENNEY, ALICE L Category:

Sections: X 1. Tuition and Fees Waiver Information
X 2. View Current AR Code Information
X 3. Department Codes (Optional)

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Account Number: SSN: --
Account Title : Name: Waiver YYS:
AR Code : School: Major: Class:
Reg Status: Resident:

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 6/15/93 10:40 AM --
DE 241: Authorize Tuition/Fee Waivers

SS2: Section 1
Type the student's social security number in the SSN field.

Type the appropriate year and semester code in the YYS field. The YYS is the last 2 digits of the year plus a semester indicator. For the semester, use:
2 = Spring
6 = Summer
9 = Fall

Type "Y" for Yes or "N" for No in the spaces after Duties Required and Does this qualify as an academically competitive award?

At this point, there are several different ways to complete Section 1. The following screen prints demonstrate each way.

Use the correct AR Code
If you know the AR Code for the exact account-waiver combination, type it in the AR Code field and press ENTER. The remainder of the Section 1 information will fill in automatically.
DE 241: Authorize Tuition/Fee Waivers

If you don’t know the correct AR Code - Find the correct A/R Code
If you don’t know which AR Code to use, TAB past the AR Code field to the Account. Type in the 10-digit account number and press ENTER. Then, TAB to the AR Code field, type a "?", and press ENTER.

Finding the Correct AR code
The "?" in the AR Code field will bring up a window displaying the valid codes for that account and what combination of tuition and fees are covered. There may be more than one AR Code for an account and each different code specifies a different combination of tuition and fees covered. Type an "X" in the space to the left of the AR Code you want to use and press ENTER.

When you return to the Section 1 screen, the information is completed automatically.
If there is no AR Code
Skip the AR Code field.
Type the account number.

In the Tuition Covered field, type:
R to pay only the Resident portion of tuition.
N to pay only the Nonresident portion of tuition.
B to pay Both Resident AND Nonresident tuition.

In the Required Fees field, type:
A to pay all applicable required fees.
N to pay none of the required fees.
P to pay only part of the required fees.

In the Other field, type:
A to pay all other fees.
N to pay none of the other fees.
P to pay only part of the other fees.

Section 1: Required fees
In most cases, departments pay all or none of the required fees. The "P" for partial payment of fees is primarily used by the Office of Accounting.

When you type a "P" by Required Fees and press ENTER, the Required Fees window is displayed. Type an "X" in the space to the right of the fees that you will pay.

NOTE: When a department specifies that they will pay ALL fees, they will actually pay only the fees the student incurs. For example, the MBA Placement required fee would be included in Prog/Serv.

In this example, there is an "X" by Union and Lab Fees. These are the required fees the department will pay.
Section 1: Other fees
In most cases, the department pays all or none of the other fees. The "P" for partial payment of fees is primarily used by the Office of Accounting.

When you type a "P" by Other and press ENTER, the Other Fees window is displayed. Type an "X" in the space to the right of the fees your department will pay.

NOTE: When a department specifies that they will pay ALL fees, they will actually pay only the fees the student incurs.

In this example, the department will pay only the student's Late Registration fee.

For more information about fees, refer to the current General Information Bulletin.

Section 1: Information Completed
After you have completed all Section 1 information and have pressed ENTER, *DEFINE will see if an AR Code matches the combination of tuition/fee waivers you specified. If there is an AR Code, it will fill in automatically. If there is not, the document will automatically route to Special Tuition Billing after it receives all departmental approvals.

Departments can also specify a maximum dollar amount that they want to pay towards a student's Tuition and Fees or just Tuition only. You may enter a dollar amount in only one of these fields. Be careful which field you use. If you put the limit in tuition only and are paying fees also all the fees will be charged to the account and exceed the amount you really want to pay.
Section 2: AR Code Information
This screen will display the current AR Code information for the student. This screen is display only.

Each line across represents a different waiver.

The first line shows an academic competitive scholarship for Fall Semester 1997.

The second line shows a tuition and fee waiver for Fall 1997.

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Section 3: Department Codes and Comments
This standard electronic document screen is available for future enhancement.
SS2: Cover Sheet

After you have completed all sections of the SS2, type "APP" in Action and press ENTER.

When the document has received all required departmental approvals, it will do one of two things:

If an AR Code is assigned, the document status becomes APPROVED and the student's record is automatically updated.

If there is no AR Code assigned, the document status becomes PENDING and it automatically routes to Special Tuition Billing. They will create an AR code to match this document's waivers and then approve the document. Then the student's record will be updated.
SSB: Cover Sheet
After the SS2 document status is APPROVED, you cannot recall or delete it. To change the tuition and fee waiver created by an SS2, create an SSB document to delete the waiver from the student record. Then, create a new SS2 to authorize the correct tuition and fees waiver.

To create an SSB document, type "NEW" in the Action field and press ENTER.

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SSB: Cover Sheet
The document status becomes CREATED, temporary summary fills in, and the document ID number is assigned.

The fields below the dashed line on the cover sheet will fill in automatically after the Section 1 information is entered. To access Section 1, type an "X" in the space to the left of the section number and press ENTER.

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SSB: Section 1
Type an SSN in the SSN field and press ENTER.

SSB: Section 1
The record information for the student is displayed. It is the same as Section 2 of the SS2 document.

There will be a mark to the left of the SS2's that you are authorized to delete. Only the creator of the SS2 document or someone that works the same electronic desk as the creator may delete the SS2 document. The HD6 command in *DEFINE will show what desk the creator used to create the SS2 document.

To see the tuition and fee waivers covered by the SS2, type a "?" in the mark and press ENTER.

Type a "D" in the mark to the left of the SS2 that you want to delete and press ENTER.

Press ENTER again to return to the coversheet.
SSB: Cover sheet
After Section 1 is completed, the information on the cover sheet fills in automatically. The left side shows the tuition and fee waiver that is being deleted with this SSB. The right side of the screen shows the student information.

Type "APP" in the action field and press ENTER.

SSB: Status APPROVED
After all departmental approvals, the document status becomes APPROVED. The SSB does not go to Special Tuition and Billing for approval.
SSB: Status APPROVED.
After the SSB is APPROVED, the tuition and fee waiver deleted by the SSB - D0SS2999765 for semester 946 - no longer shows in Section 1 or on the student record.

NOTE: The SSB does not delete the SS2 document. It just removes the tuition and fee waiver from the student’s record.

If you delete the waiver after a semester's fee bills have been printed, the student may go to Main Building, Room 4 and get a corrected fee bill. If the student does not get a new fee bill, the change will be picked up by the add/drop process.