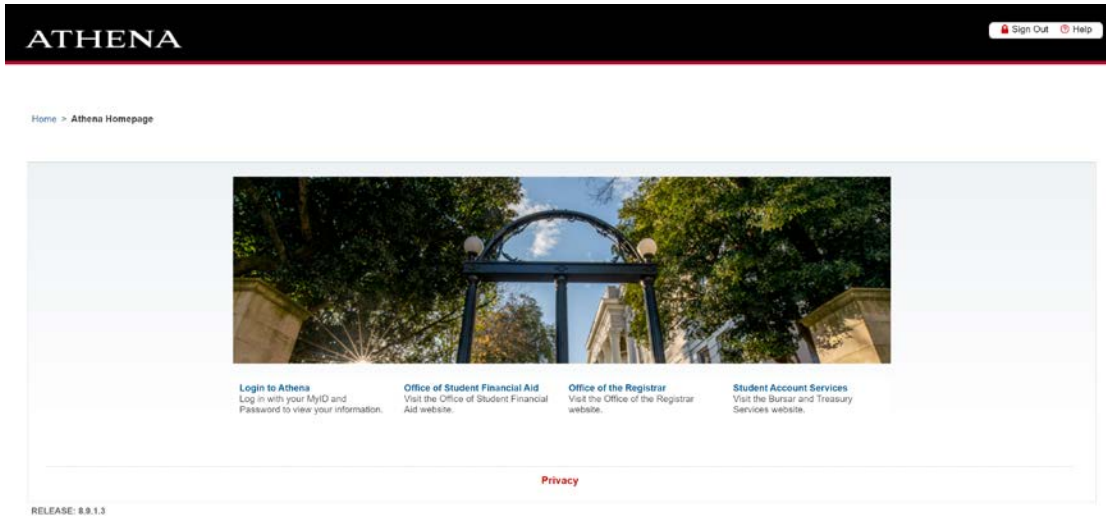


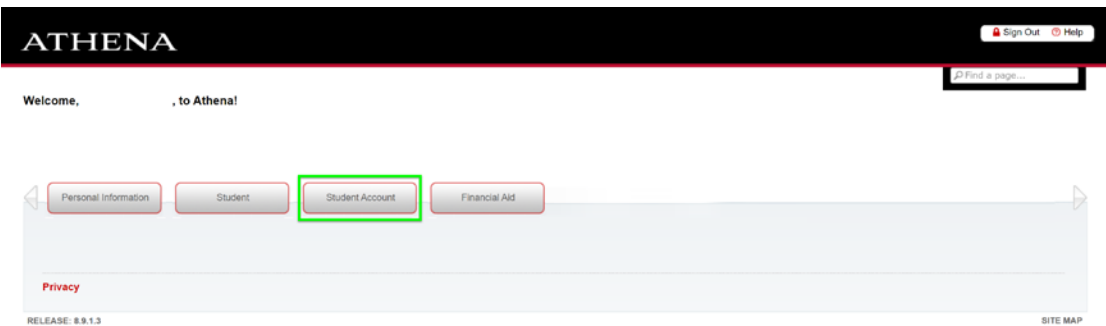
How to Waive/Add Optional Student Fees

UGA students not required to pay the mandatory fees on any given campus, can elect to add such fees as needed using the “Waive/Add” option in ATHENA. Please note students may add optional fees throughout the term but can only waive self-assessed optional fees up until the end of the normal drop/add period for the term. Instructions for accessing this feature in ATHENA are provided below.

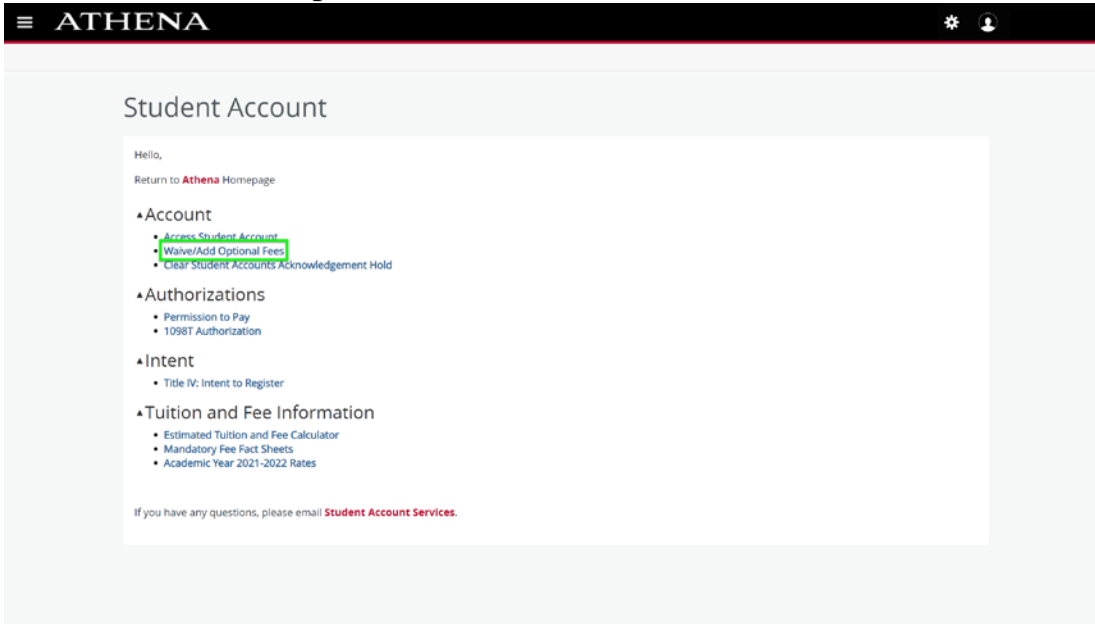
1. Log into Athena, Athena.uga.edu



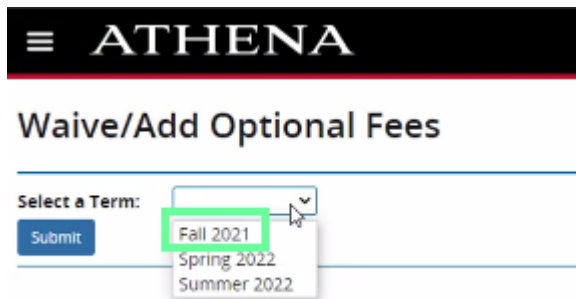
2. Select Student Account



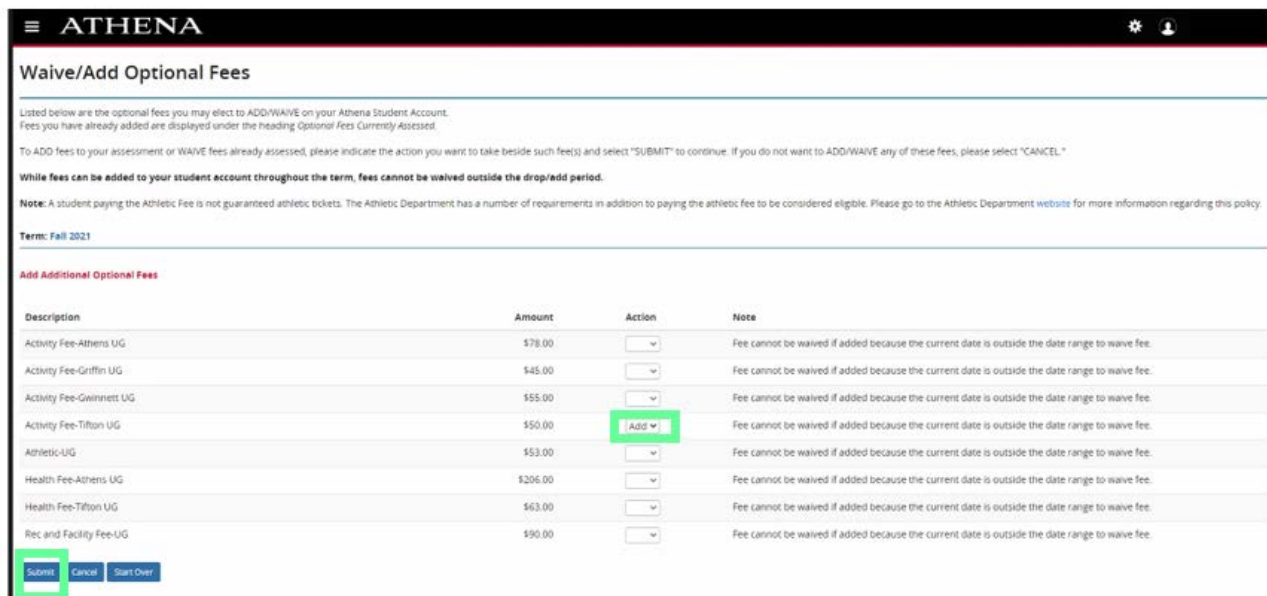
3. Select Waive/Add Optional Fee



4. Select the current term and click submit



5. Select the optional fees you would like to add or waive and click submit



- Confirm selections by selecting "ACCEPT". Please note fees added outside the drop/add period may not be waived. If you do not wish to ADD these additional fees, select CANCEL to return to the menu.

The screenshot shows the ATHENA 'Waive/Add Optional Fees' page. A modal dialog titled 'Requested Changes to Optional Fees' is open, displaying a table of requested changes. The table has columns for Description, Amount, Action, and Note. One row is highlighted: Activity Fee-Tifton UG with an amount of \$50.00 and an 'Add' action. The note for this row states: 'Fee cannot be waived if added because the current date is outside the date range to waive fee.' Below the table are 'Accept' and 'Cancel' buttons. The background page shows a list of other optional fees with their respective amounts and 'Add' or 'Waive' actions.

Description	Amount	Action	Note
Activity Fee-Tifton UG	\$50.00	Add	Fee cannot be waived if added because the current date is outside the date range to waive fee.
Activity Fee-Athens UG	\$78.00	▼	Fee cannot be waived if added because the current date is outside the date range to waive fee.
Activity Fee-Griffin UG	\$45.00	▼	Fee cannot be waived if added because the current date is outside the date range to waive fee.
Activity Fee-Gwinnett UG	\$55.00	▼	Fee cannot be waived if added because the current date is outside the date range to waive fee.
Activity Fee-Tifton UG	\$50.00	Add ▼	Fee cannot be waived if added because the current date is outside the date range to waive fee.
Athletic-UG	\$53.00	▼	Fee cannot be waived if added because the current date is outside the date range to waive fee.
Health Fee-Athens UG	\$206.00	▼	Fee cannot be waived if added because the current date is outside the date range to waive fee.
Health Fee-Tifton UG	\$63.00	▼	Fee cannot be waived if added because the current date is outside the date range to waive fee.
Rec and Facility Fee-UG	\$90.00	▼	Fee cannot be waived if added because the current date is outside the date range to waive fee.

- Waive Add Optional Page will confirm Fee Added

The screenshot shows the ATHENA 'Waive/Add Optional Fees' page after a successful request. A green notification banner at the top right states: 'The request has been successfully received.' The page displays a table titled 'Optional Fees Currently Assessed' with columns for Description, Amount, Action, and Note. The table contains one row: Activity Fee-Tifton UG with an amount of \$50.00 and a 'Waive' action. The note for this row states: 'Current date is outside the date range to waive fee.' Below this table is a section for 'Add Additional Optional Fees' with a list of other fees and their respective amounts and actions. At the bottom, there are 'Submit', 'Cancel', and 'Save Draft' buttons.

Description	Amount	Action	Note
Activity Fee-Tifton UG	\$50.00	Waive ▼	Current date is outside the date range to waive fee.
Activity Fee-Athens UG	\$78.00	▼	Fee cannot be waived if added because the current date is outside the date range to waive fee.
Activity Fee-Griffin UG	\$45.00	▼	Fee cannot be waived if added because the current date is outside the date range to waive fee.
Activity Fee-Gwinnett UG	\$55.00	▼	Fee cannot be waived if added because the current date is outside the date range to waive fee.
Athletic-UG	\$53.00	▼	Fee cannot be waived if added because the current date is outside the date range to waive fee.
Health Fee-Athens UG	\$206.00	▼	Fee cannot be waived if added because the current date is outside the date range to waive fee.
Health Fee-Tifton UG	\$63.00	▼	Fee cannot be waived if added because the current date is outside the date range to waive fee.
Rec and Facility Fee-UG	\$90.00	▼	Fee cannot be waived if added because the current date is outside the date range to waive fee.