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 login page]

2. Select Student

![ATHENA student selection page]
3. Select Student Account

4. Select Waive/Add Option Fees

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

7. 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.

8. Waive Add Optional Page will confirm Fee Added.