The information below is to assist departments when making corrections to a prior term tuition charge.

The Letter of Appointment (LOA) file will cease processing tuition waivers for that term on the last day of class. Therefore, it is highly recommended that all final changes or corrections are entered at least 5 days prior to the last day of class. After the term has closed corrections to posted charges must be made using an E2E journal.

The department will enter the journal into the myUFL system, upload back-up using the attachment link, save (do NOT process).

- **If using 201, 209, 211 or 212 funds**, please forward to Contract and Grants – cgjournal@admin.ufl.edu along with the completed Cost Transfer Request: Non-Payroll form located at https://research.ufl.edu/cg/forms.html, for review and posting.

- **All other funds** will be reviewed and posted by General Accounting.

Please remember that tuition waiver authority (WAVR), **fund 132, cannot** be used to replace a direct tuition charge for a prior term.

Specific to this procedure:

- Account = 754000 (negative amount for the credited expense, positive amount for the new charge)
- UFID = UFID of student whose tuition is being changed
- Reference = Original JID on credit line only
- Description = Grad Waiver DIRC [TERM], where [TERM] matches the term being changed. For example 2201 = Spring 2020 term
- Backup attached showing the original charge

Example:

Line #	Unit	Ledger	Account	Source of Funds	Fund	Dept ID	Program	Budget Ref	CRIS	Proj Unit	Project	Activity	Analysis	Dept Flex	UFID	Amount	Budget Date	Description
1	UFLOR	ACTUALS	754000	G000680	209	02010100	2200	CRRNT		Grant	00043033	1	LOE		99999999	1727.55	01/01/16	Grad Waiver DIRC 2161
2	UFLOR	ACTUALS	754000		211	02010100	2200	CRRNT		Grant	00043031	1	LOE		99999999	(1727.55)	01/01/16	Grad Waiver DIRC 2161