EDITING STUDENT SPA IN EXC

School portal users will be able to edit the Student SPA for a waitlisted student to allow adjustments for discounts and for Next-In-Line processing.

1. Go to the [EmpowerXChange portal](#) Student SPAs tab on the School Forms page.
2. Users will select the student to adjust the Student SPA. *Note: only students in Waitlisted or Waitlisted-Verified status will be available for editing.*

3. The student SPA form will be presented.

4. School users will be able to adjust the tuition and fees to accommodate discounts or to process the Next-In-Line student to use the remaining designated balance. The user should adjust the tuition and fees to the amount they wish total tuition and fees to be after discounts or the amount of the designated balance for a Next-in-Line student.

This section will calculate the expected costs based on the students eligibility. If (Student SPA) Total and Expected total do not match the user will be required to complete a reason and note in the Additional Details section.

The user will be required to select a reason for the difference and add to the auto generated note if needed.

5. If the school user attempts to increase the total amount, they will not be able to submit the form and the expected section will turn red.

6. School users will be required to select a reason and leave a note for the adjustment.

Additional Details

Reason for any SPA Differences*

Select	⌄

Notes ❓

Early registration discount

7. The school user will click on the submit button.

Submit Cancel

Assuming there are sufficient designated funds available, the student will be issued a scholarship within 2 business days. Please note the "Reason for SPA Differences" and "Notes" submissions will also appear on the student's SCF (School Commitment Form) to reduce duplicate discounts/adjustments.