FEE WAIVER OPTION I – No Material Upload Required

STEP 1: (Option 1) Applicants request fee waiver through fee waiver checkbox available in the application

Ex. School of Medicine

Skip to Step # to continue with option 1

FEE WAIVER OPTION 2 – Material Upload Required

Step 1: (Option 2) Applicants request fee waiver through fee waiver checkbox available in the application

Ex. Graduate School

If your fee waiver process requires documentation to accompany the request the checkbox can open up a material upload or provide a new application page with additional fee waiver information and material upload.
Step 2: - Material uploaded will appear in the Materials section in the ‘backend’ of the application (see screenshot).

Clicking on the Application Fee Waiver material link on the application page will allow you to review the documentation. This material link will only be available if you require a material upload.

Step 3: - When the fee waiver checkbox is marked an informational Checklist item is added to the Applicant status page. Upon submission no application fee is applied to the application. (see screenshot)
Applicant View in Status Page:

View in backend of Slate of informational checklist

**Step 4:** Applications with fee waiver requests are moved dependent upon your Bin Structure. If your structure uses a Fee Waiver Request Bin the application will move to this bin otherwise the application will move to the Awaiting Payment bin and will remain in this bin until the fee waiver request is processed.
Step 5: After administrative review of fee waiver request they can be approved or denied.

A. To APPROVE
   a. CHECKLIST UPDATE: Click drop-down box to the right of Awaiting for the ‘Fee Waiver Request Pending Review (Checklist section) and change the selection from Awaiting to Received.
b. – PAYMENT UPDATE: Click on New Activity and add Payment details in sections indicated in screenshot for payment. Amount and Expires Date should be added appropriately to your program.
As a result of the two (checklist update and payment update) actions the Applicant Status page will show as below on the Student Access page with Application Fee Payment Waived.
B - To DENY –

a.  – CHECKLIST UPDATE: Click drop-down box to the right of Awaiting for the ‘Fee Waiver Request Pending Review (Checklist section) and change the selection from Awaiting to Received.

b.  PAYMENT LINK ADDED: Click on new activity. From drop-downs select User, Code – Payment, Click on Payment Due, Enter Payment Amount, Select Payment Account – Application Fee, and in Private comments enter Fee Waiver Denied
Status page will now reflect the Payment Due for the Application Fee