Waiving the Application Fee
### Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</table>
| 1.   | If you are processing a waiver on a previously entered application, review and verify information previously entered on the page and apply changes if necessary. If you are processing a waiver while adding an application, you must first enter data in the required fields in the **Application Data** section.  

You will process the waiver from the **Application Fee Information** section of the page. What initially appears in the **Calc. Status** and **Fee Status** fields will depend on the application status.  

Click the **Waive Fee** button to start the payment process.  

When ready to waive the application fee, click the **Waive Fee** button in the **Application Fee Information** section. |
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<td>2.</td>
<td>Click the <strong>Yes</strong> button.</td>
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Do you really want to waive the application fee? (Y/N/Y)
If you continue the process the system will calculate the fee and post. Please wait while the process completes.

Yes  No
### Step 3

The *Calc. Status* should display as *Calculated* and the *Fee Status* as *Waived*. Since the application fee was waived, the *Post a Payment* and *TouchNet* buttons are grayed-out. The *Waive Fee* button is still active but now reads as *Remove Waived Fee*. This enables you to apply the application fee at a later date, if warranted.

Click the **Transaction Summary** link to review summary information about the transaction.

**Transaction Summary**
Step | Action
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4. | Note the **Status** shows *Waived* and the **Item Description of Application Fee Waiver*. Click the **Return** link.
5. | **End of Procedure.**