



Process Document Waiving Application Fee

File Name	Waive App Fee.doc
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Waiving the Application Fee

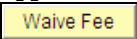
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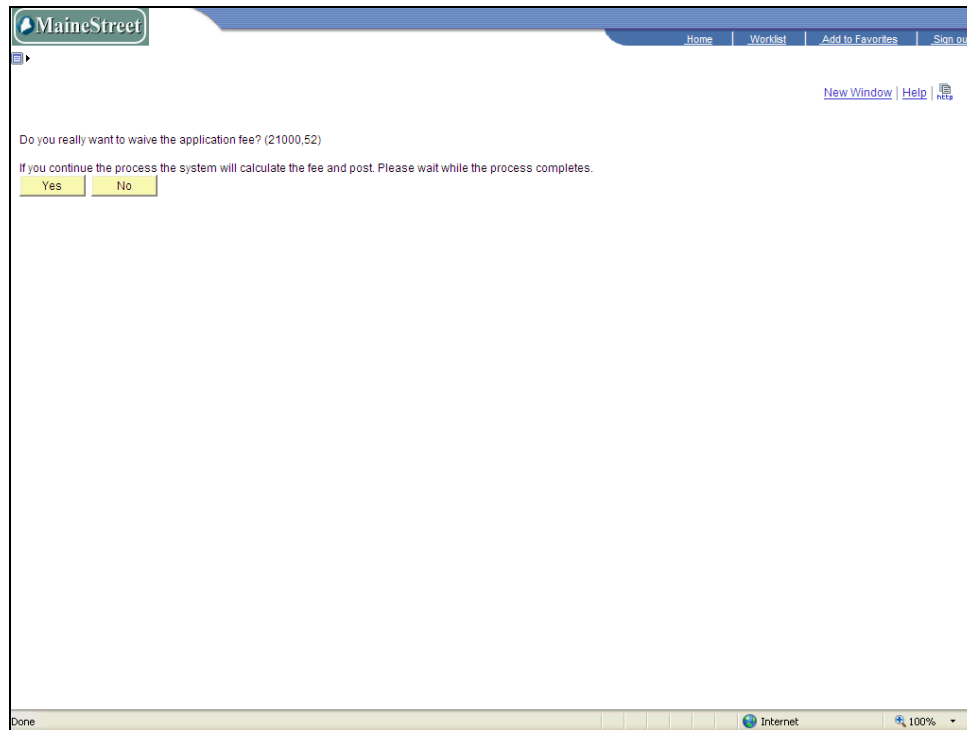


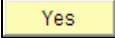
Procedure

The screenshot shows the MaineStreet application system interface. The 'Application Fee Information' section is highlighted with a red box. It contains the following fields and buttons:

- Calc. Status: Pending
- Fee Status: Pending
- Fee Type: Standard
- Buttons: Post A Payment, TouchNet, Waive Fee
- Links: Calculate Application Fees, Transaction Summary, Display Errors / Warnings

Step	Action
1.	<p>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.</p> <p>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.</p> <p>Click the Waive Fee button to start the payment process.</p> <p>When ready to waive the application fee, click the Waive Fee button in the Application Fee Information section.</p> <p></p>



Step	Action
2.	Click the Yes button. 

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The screenshot shows the MaineStreet application system interface. At the top, there are navigation tabs: Application Program Data, Application Data, Application School/Recruiting, and Application Student Response. The Application Data tab is active. The interface displays the following information:

- Academic Institution: 0619032
- Academic Career: Application Number: 00381158
- Application Data:**
 - *Application Center: [Search]
 - *Admit Type: FYR First-Year
 - *Application Date: 09/06/2007
 - Academic Level: First Year
 - *Created On: 09/06/2007
 - *Notification Plan: Regular
 - Prior Application
 - *Application Method: Hard Copy
- Additional Information:**
 - Housing Interest: Off Campus
 - Financial Aid Interest
- File Information:**
 - Complete
 - Date: [Date]
 - External Application Nbr: [Text]
- Application Fee Information:**
 - Calc. Status: Calculated
 - Fee Status: Waived
 - Fee Type: Standard
 - Buttons: [Calculate Application Fees](#), [Transaction Summary](#), [Display Errors / Warnings](#), [Post a Payment](#), [TouchNet](#), [Remove Waived Fee](#)

At the bottom, there is a "Transfer To:" dropdown menu set to "Education" with a "Go" button. Below that are several utility buttons: Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History. The browser status bar at the bottom shows "Internet" and "100%" zoom.

Step	Action
3.	<p>The <i>Calc. Status</i> should display as <i>Calculated</i> and the <i>Fee Status</i> as <i>Waived</i>. Since the application fee was waived, the <i>Post a Payment</i> and <i>TouchNet</i> buttons are grayed-out. The <i>Waive Fee</i> button is still active but now reads as <i>Remove Waived Fee</i>. This enables you to apply the application fee at a later date, if warranted.</p> <p>Click the Transaction Summary link to review summary information about the transaction.</p> <p>Transaction Summary</p>



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Application Data

Application Items

ID: 0619032 Application Number: 00381158
Application Fee Date: 09/08/2007 Fee Amount: 40.00 USD
Status: Waived Fee Paid: 0.00 USD

Item Description	Account Number	Short Description	Amount
Application Fee Undergraduate	ADM_FEE001	2008 Fall	40.00 USD
Application Fee Waiver	ADM_FEE001	2008 Fall	-40.00 USD

[Return](#)

Internet 100%

Step	Action
4.	Note the <i>Status</i> shows <i>Waived</i> and the <i>Item Description of Application Fee Waiver</i> . Click the Return link. Return
5.	End of Procedure.