

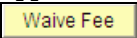
File Name	Waive App Fee 100907.doc
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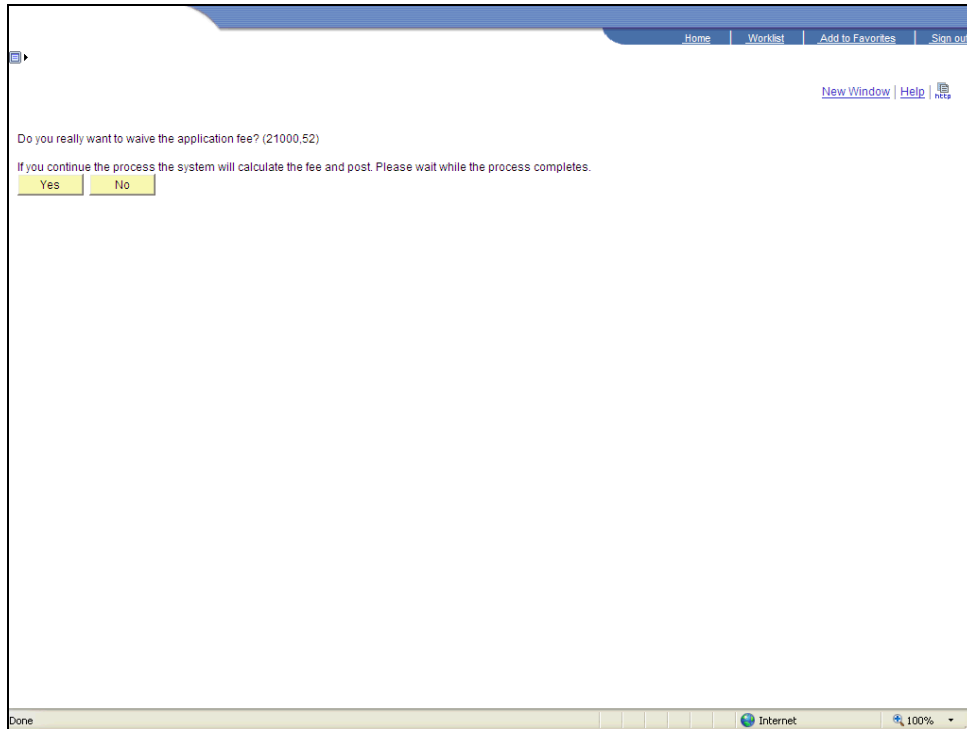
Waive App Fee 100907

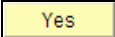
Procedure

The screenshot shows a web application interface for processing applications. 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

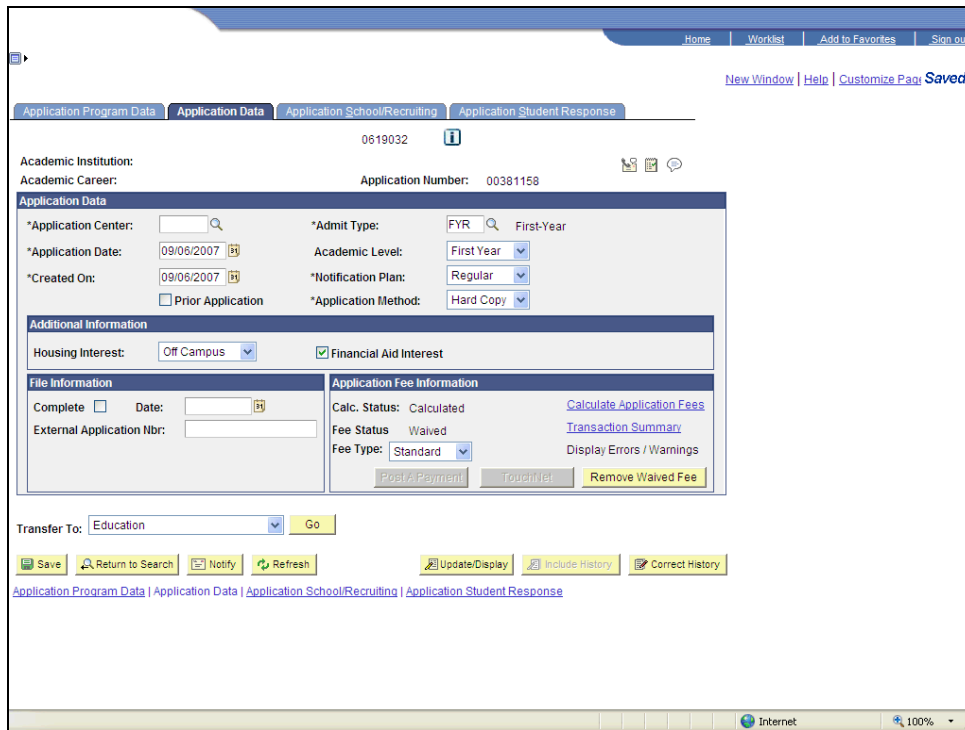
Step	Action
1.	<p>The Application Fee is waived from the Application Data page. If you are processing a waiver on a previously entered application, review and verify information previously entered on the page and apply changes if necessary. If you are processing a waiver while adding an application, 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. 

Process Document

App Fee Processes: Waive App Fee 100907



The screenshot shows a web application interface for managing application fees. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. Below this, there are tabs for Application Program Data, Application Data (selected), Application School/Recruiting, and Application Student Response. The main content area displays the following information:

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

At the bottom, there is a "Transfer To:" dropdown set to "Education" with a "Go" button. A toolbar contains buttons for 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 Calc. Status should display as <i>Calculated</i> and the Fee Status as <i>Waived</i>. 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.</p> <p>Click the Transaction Summary link to review summary information about the transaction.</p> <p>Transaction Summar</p>



The screenshot shows a web application interface with a blue header and navigation menu. The main content area displays 'Application Data' and 'Application Items'. The 'Application Items' section includes a table with columns for 'Item Description', 'Account Number', 'Short Description', and 'Amount'. The table contains two rows: 'Application Fee Undergraduate' with a positive amount of 40.00 USD, and 'Application Fee Waiver' with a negative amount of -40.00 USD. A 'Return' link is visible below the table.

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](#)

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