Waive App Fee 100907

1. 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. 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.

2. Click the **Yes** button.

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.

4. Note the Status shows Waived and the Item Description of Application Fee Waiver.

   Click the Return link.

5. **End of Procedure.**