

Waive App Fee

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 <i>Application Data</i> section.</p> <p>You will process the waiver from the <i>Application Fee Information</i> section of the page. What initially appears in the <i>Calc. Status</i> and <i>Fee Status</i> fields will depend on the application status.</p> <p>Click the <i>Waive Fee</i> button to start the payment process.</p> <p>When ready to waive the application fee, click the <i>Waive Fee</i> button in the <i>Application Fee Information</i> section.</p> <p><input type="button" value="Waive Fee"/></p>
2.	<p>Click the <i>Yes</i> button.</p> <p><input type="button" value="Yes"/></p>
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><input type="button" value="Transaction Summary"/></p>
4.	<p>Note the <i>Status</i> shows <i>Waived</i> and the <i>Item Description of Application Fee Waiver</i>.</p> <p>Click the <i>Return</i> link.</p> <p><input type="button" value="Return"/></p>
5.	<p>End of Procedure.</p>