

# Quadrant 4 (Q4) Program Materials Fee Waiver Options

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## **Overview**

There are three ways to waive a fee: 1) use a coupon code, 2) set the fee as \$0 permanently (or for “sale week”) or 3) add a custom fee waiver question when configuring Quadrant 4 (Q4). A custom fee waiver question is a question that is not already included in the common sections of the application ([Q1 through Q3](#)) and is specific to your school or program. These questions can be either required or optional for applicants. In this document, we will cover each of the three methods for setting up a fee waiver.

**NOTE:** All Indiana University Graduate CAS applicants who select “Active Duty”, “Veteran”, or “Member of Reserve or National Guard” to the Military Status question will automatically receive a fee waiver granted by the University. Your program will not be billed for these applicants.

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## **Method 1 – Coupon Codes**

### **Coupon Codes Overview**

Coupons are application fee discounts that you can use to incentivize applicants to apply. If you choose to use this program, you will request a batch of coupon codes to use throughout the CAS cycle from your centralized graduate admissions office.

### **Requesting a Coupon Code**

To request a batch of coupons, please complete the [Indiana University Graduate CAS Coupon Code Request form](#).

**NOTE:** For every coupon code used, you will not receive application fees. Unused coupon codes that have expired cannot be used in new CAS cycles. You will only be charged for used codes.

Distribute the coupon codes to those applicants you want to waive the fee for.

**Applicants redeem coupons via coupon codes; each code can only be used once.** To help you manage these codes, Liaison can provide reporting that identifies when each coupon was redeemed and who redeemed it.

### **How Applicants Redeem Coupons**

When you offer an applicant a coupon code, share the following information with them:

- Enter the coupon code(s) on the payment page.
- Use the coupon code before the expiration date.
- Do not share the coupon code with others, as it can only be redeemed once.
- Apply the coupon code to the school that offered it.

An applicant applies the coupon code(s) when they are ready to submit their application. From the **Submit Application** tab, they select one or all of the programs they are ready to submit to, and then they enter the coupon code(s) on the payment page. After entering the coupon code and payment information and submitting the application, the applicant will receive a confirmation notice.

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## For IU Bloomington Coupon Codes

Add the following text to the Program Branding page in the Edit Instructions box. See the Q4 Branding Your Home Page document for more information.

### Fee Waiver

Some students who have previously applied to a graduate program on the Bloomington campus may be eligible for an application fee waiver. If you meet one of the requirements below, please send an email to [grdschl@indiana.edu](mailto:grdschl@indiana.edu) and if you qualify, you will receive a coupon code to apply.

- If you are applying to a dual program in two departments, only one application fee is required.
- If you are currently enrolled in a graduate program and are applying to a second program in the same school, you are eligible for an application fee waiver.
- If you previously paid an application fee to a school within the past twelve months and are re-applying, you are eligible for an application fee waiver.

If you qualify for the Ronald E. McNair Post-Baccalaureate Achievement Program application fee waiver, please forward a letter from your Director to [grdschl@indiana.edu](mailto:grdschl@indiana.edu)

If you have volunteered at least a year with Vista, Peace Corps, or AmeriCorps (US citizens or Permanent Residents only) within the last two years, please forward a letter of documentation to [grdschl@indiana.edu](mailto:grdschl@indiana.edu)

## **Method 2 – Application Fee Sale Week**

### **Setting Your Program Application Fee to \$0**

Once a program has been marked active, only an association level user will be able to make changes to the application fee. To set the fee to \$0 for sales week, follow the steps below.

1. Contact your centralized graduate admissions office.
2. Provide the date range for the \$0 application fee.
3. Your campus Association User will set the fee to \$0 for the specified date range. You will be billed for the applications submitted during this time period.

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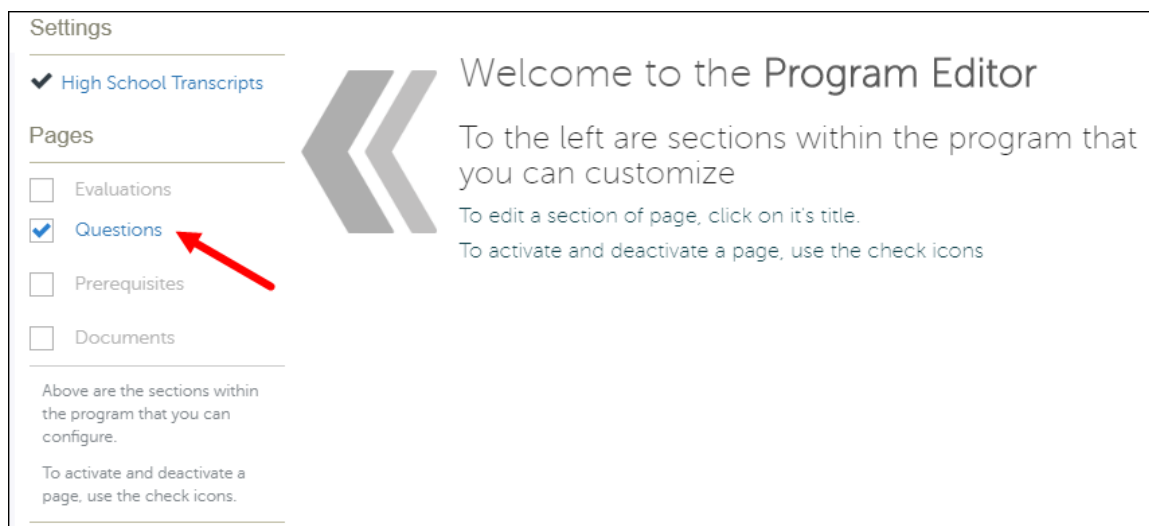
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## **Method 3 – Fee Waiver Trigger Questions**

### **Add Fee Waiver Question Block**

Question Blocks can be used to group questions together in a specific category (for example, “Fee Waivers”). You must create at least one Question Block to use the custom question functionality. Questions must be created under Question Blocks, so you will first need to add a Question Block, and then add individual questions within it.

1. Log into the configuration portal.
2. Locate your Program.
3. Hover over the appropriate program and under the **STATUS** column, click **DETAILS**.
4. Click **EDITOR** at the top of the page.
5. In the Program Editor, select the **Questions** check box.



6. Click the **Questions** link.

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**PROGRAM** BIOCHEMISTRY AND MOLECULAR BIOLOGY MS-COPY-1

**Settings**

- ☒ High School Transcripts
- ☐ Evaluations
- ☒ Questions
- ☐ Prerequisites
- ☐ Documents

Above are the sections within the program that you can configure.

To activate and deactivate a page, use the check icons.

### Program Questions

The Program Questions section allows you to collect answers to custom questions from your applicants. Questions must not request private data from applicants (ie. Social Security Numbers).

#### Applicant Instructions

**B I U %** [List Icons]

You currently have no question sets.  
Click **+QUESTION SET** to begin.

**+ ADD QUESTION BLOCK**

**CONFIGURE QUESTION RULES** **RESET** **SAVE**

7. In the **Applicant Instructions** field, enter instructions about the questions. This text will appear at the top of the page.
8. Click ADD QUESTION BLOCK.

### ADD QUESTION SET

**Header**

title input here

**Description**

input description here

**CANCEL** **+ ADD**

9. Add **Header** text. This appears as a title above your question(s) (for example, "Fee Waivers".) and can be used to summarize the questions you are asking or provide other relevant details.

# Quadrant 4 (Q4) Program Materials

## Fee Waiver Options

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10.(Optional) Add a **Description**. If you add a description, it will be visible to the applicants.

11.Click **ADD**.

### Add Fee Waiver Questions

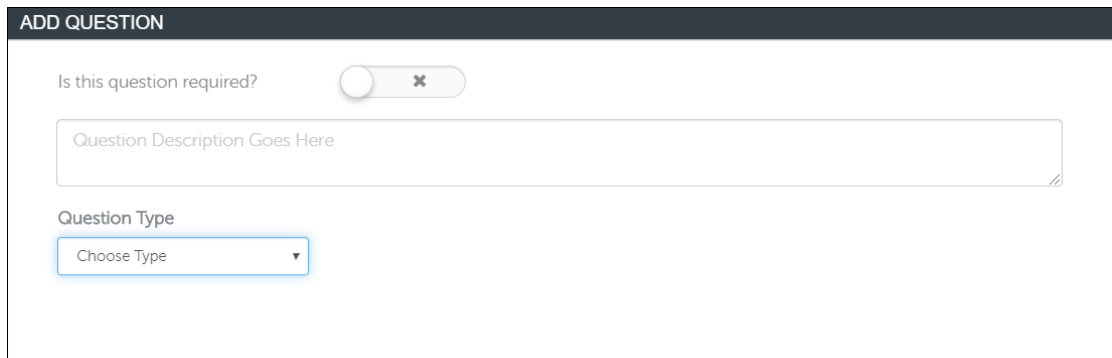
Once you have created a Question Block, you can add questions to it. There are several question types you can choose from (for example, multiple choice, either/or questions, etc.), depending on the format in which you expect applicants to answer each question.

The screenshot displays the 'Program Questions' configuration page. On the left, a 'Settings' sidebar includes a 'Pages' section with checkboxes for 'Evaluations', 'Questions' (checked), 'Prerequisites', and 'Documents'. Below this, a note states: 'Above are the sections within the program that you can configure. To activate and deactivate a page, use the check icons.' The main content area is titled 'Program Questions' and contains a description: 'The Program Questions section allows you to collect answers to custom questions from your applicants. Questions must not request private data from applicants (ie. Social Security Numbers).' Below this is the 'Applicant Instructions' section, which features a rich text editor with a toolbar (containing icons for Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Undo, Redo, Clear, and more) and a large text area. At the bottom of the main content area, there is a 'Fee Waivers' section with a plus icon, a trash icon, and a checkmark icon. It contains the text: 'You currently have no questions. Click +QUESTION to begin.' Below this text is a blue button labeled '+ ADD QUESTION', which is pointed to by a red arrow. Further down is a '+ ADD QUESTION BLOCK' button. At the very bottom, there is a 'CONFIGURE QUESTION RULES' button with a gear icon, and 'RESET' and 'SAVE' buttons.

1. Click ADD QUESTION.

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The screenshot shows a form titled "ADD QUESTION" with a dark header bar. Below the header, there is a toggle switch for "Is this question required?" which is currently turned off. Underneath is a large text area labeled "Question Description Goes Here". Below the text area is a "Question Type" dropdown menu with the text "Choose Type" and a downward arrow.

2. Select whether the question is required. If it is not required, leave it as is.
3. Enter a **Question Description**. For example, *"Have you participated in AmeriCorps?"*
4. Select a **Question Type** from the drop-down (for example, **Multiple Choice**.)
5. Configure additional options, depending on the Question Type selected. If the question type is multiple choice, select an **Answer Format** and **Answer Display**.

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The screenshot shows the 'EDIT QUESTION' interface. At the top, there's a toggle switch for 'Is this question required?' which is turned on. Below that is a text input field containing 'Have you participated in AmeriCorps?'. Underneath the text field are three dropdown menus: 'Question Type' set to 'Multiple Choice', 'Answer Format' set to 'Single Answer', and 'Answer Display' set to 'Drop Menu'. Below these are 'Answer Values' with two radio buttons: 'Enter Manually' (selected) and 'Upload CSV'. To the right of these are 'Export Code' and a toggle switch for 'Off' and 'On'. Below the 'Enter Manually' section is a table with columns: 'Value', 'Sort' (with a dropdown arrow and '2'), 'Export Code', and 'Hide Option After'. The table has two rows: 'Yes' and 'No'. Each row has a '+ add' button to its left. To the right of each row are input fields for 'Export Code' and 'Hide Option After' (with a 'Select Date' button and a trash icon). At the bottom right of the form are 'CANCEL' and 'SAVE' buttons.

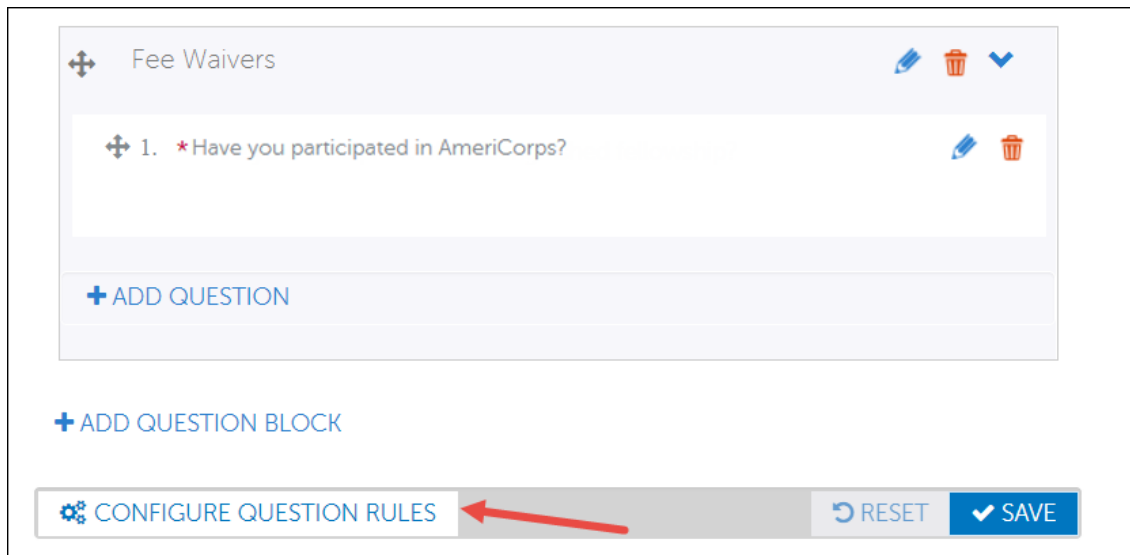
6. Enter the possible **Values** for answers to the multiple choice question. In this example, we would enter **Yes** and **No**.
7. Click **ADD**.
8. Add more questions and question sets as needed and click **SAVE**. You will now see the question(s) listed under the Fee Waivers heading.



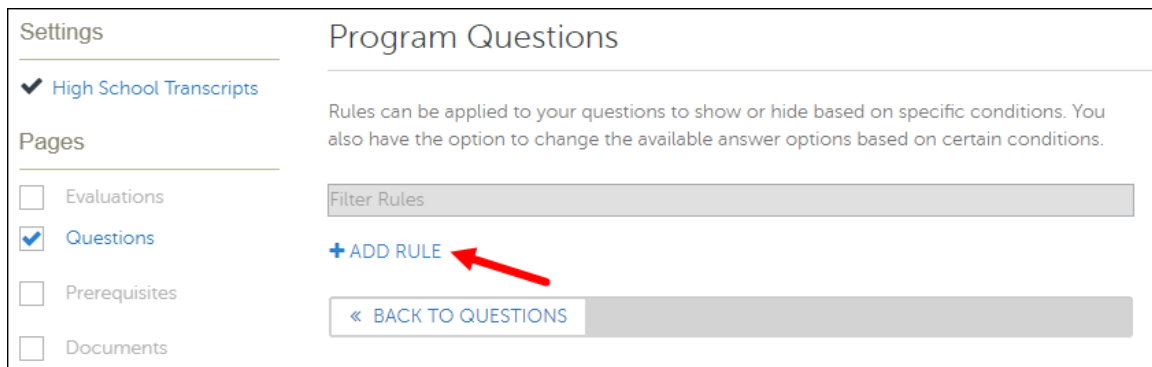
# Quadrant 4 (Q4) Program Materials

## Fee Waiver Options

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9. Click the [CONFIGURE QUESTION RULES](#) button to set up your fee waivers.



10. Click [ADD RULE](#). The Fee Waiver Qualification rule allows you to configure an automatic program fee waiver based upon an applicant's response to a question that you've already created. For example, you can choose to grant a fee waiver if an applicant selects "Yes" to your program question, "Have you participated in AmeriCorps?"

# Quadrant 4 (Q4) Program Materials

## Fee Waiver Options

The screenshot shows the 'ADD RULE' dialog box with a dark header. Below the header, there is a 'Rule Type' dropdown menu with the text 'Select a Rule Type'. A red arrow points to this dropdown. Below the dropdown, there are three rule type options, each with an icon and a description:

- Question Visibility**: Show a question only when specified conditions are met. The icon shows a question mark inside a box.
- Conditional Answer Options**: Change the available answer options for a question, based on the answer given to a linked question. The icon shows two dropdown menus, one labeled 'Question' with 'Yes' selected and another labeled 'Other Question' with 'Option 1' selected.
- Fee Waiver Qualification**: Automatically grant a fee waiver based on specific criteria. The icon shows a dollar sign, a question mark, and another dollar sign.

At the bottom right of the dialog box, there are 'CANCEL' and 'SAVE' buttons.

11. From the Rule Type drop-down, select **Fee Waiver Qualification**.

The screenshot shows the 'ADD RULE' dialog box with 'Fee Waiver Qualification' selected in the 'Rule Type' dropdown. Below the dropdown, the 'FEE WAIVER CONDITIONS' section is visible. It contains the text 'Grant a fee waiver if any of the following conditions are true'. Below this text, there are two 'Please Select' dropdown menus separated by the word 'is'. There is a trash icon to the right of the second dropdown. Below the conditions section, there is a '+ Add Condition' link. At the bottom right of the dialog box, there are 'CANCEL' and 'SAVE' buttons.

12. In the first drop-down, select the question. For example, select *"Have you participated in AmeriCorps?"*

13. In the second drop-down, select the answer that qualifies the applicant for an automatic fee waiver. For example, select "Yes."

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The screenshot shows a modal window titled "ADD RULE" with a close button (X) in the top right corner. Inside the window, there is a "Rule Type" dropdown menu set to "Fee Waiver Qualification". Below this, the text "FEE WAIVER CONDITIONS Grant a fee waiver if any of the following conditions are true" is displayed. A single condition is listed: "Have you participated in AmeriCorps?" followed by "is" and a dropdown menu set to "Yes". To the right of this condition is a trash can icon. Below the condition list is a blue link that says "+ Add Condition". At the bottom right of the modal are two buttons: "CANCEL" and "SAVE".

14.(Optional) Click [Add Condition](#) to add another question and response for a fee waiver.

**NOTE:** You can only have one fee waiver rule per program so you will need to add all the necessary conditions under the Fee Waiver Conditions. You can add as many questions and responses that qualify the applicant for a few waiver. If you add multiple conditions, Fee Waivers are awarded if any of the conditions are met.

15.Click [SAVE](#). The rule will now appear on the *Rules Overview* page and can be edited or deleted if needed.

# Quadrant 4 (Q4) Program Materials

## Fee Waiver Options

### Program Questions

Rules can be applied to your questions to show or hide based on specific conditions. You also have the option to change the available answer options based on certain conditions.

Filter Rules

Grant a Fee Waiver

When Have you participated in AmeriCorps? is Yes

+ ADD RULE

« BACK TO QUESTIONS

The table below lists an example trigger question.

Campus	Question Required?	Fee Waiver Question	Question Type	Answer Format	Answer Display	Value
Kokomo	Yes	Are you a graduate of either of IU Kokomo's BSN programs (BSN or RN to BSN)?	Multiple Choice	Single Answer	Drop Menu	Yes and No

## Preview the Fee Waiver Questions You Have Added

Once you have added the fee waiver questions, you can preview them to see what the applicants will see.

1. Locate your Program.
2. Hover over the appropriate program, and under the **STATUS** column, click **DETAILS**. The PROGRAM DETAILS page will display.

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[BACK TO ORGANIZATION](#) [PROGRAM DETAILS](#) [BRANDING](#) [EDITOR](#)

CDM Demo CAS IUPUI

CDM DemoCAS 2017-2018 Cycle

Biochemistry and Molecular Biology MS

WA Display Name

Program ID

203397

Unique ID

9020296492835805843

Program Code

Location

Indianapolis, IN 02115

Status

Draft

Open Date

03/01/2017

Start Term

Fall

Deadline

08/02/2019

Academic Year

2020

Deadline Display

08/02/2019

Degree

MS

School Name

Biochemistry (IU Graduate School)

Delivery

In-Person

▼ Program Settings

OPTION	ENABLED	LAST UPDATED	PREVIEW
Home Page/Branding	Yes	2019-05-02	
Questions	Yes	2019-06-06	
Documents	No	2019-05-02	
Evaluations	No	2019-05-02	
Prerequisites	No	2019-05-02	
High School Transcripts	No		

edit

Submit for Review

3. In the **Preview** Column in the **Questions** row, click the icon. The preview page will display.

# Quadrant 4 (Q4) Program Materials Fee Waiver Options

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**Questions**

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**Fee Waivers**

\* Have you participated in AmeriCorps?

4. When you are finished previewing the questions, click **CLOSE**.

For more information, watch the *Configuring your Program Specific Questions videos*.

## **Billing Information**

Quarterly, the University Graduate School/IUPUI Graduate Office will bill your school/department for submitted applications that utilized a fee waiver or a coupon code using a reconciliation report provide by Liaison for fee waivers used.