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.
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.
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 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

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

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.
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.
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**.

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.
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.

1. Click **ADD QUESTION**.
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**.
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.
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 few waiver if an applicant selects “Yes” to your program question, “*Have you participated in AmeriCorps?*”
11. From the Rule Type drop-down, select **Fee Waiver Qualification**.

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.”
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.
The table below lists an example trigger question.

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

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

Fee Waivers

* Have you participated in AmeriCorps?

Save My Responses

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 provided by Liaison for fee waivers used.