Application Fees and Waivers in the Standard Application Online
Please log into your MAP

Go to enrollment.org and click on Login. (The Login link is in the top of the webpage. This will direct you to the Member Access Portal (MAP) page, where you can log in.

Enter your user name and password.
Choose your training destination

Select a training area by clicking on one of the boxes below:

- **The Basics**
  - Application Fees
- **Individual Waivers**
  - Learn to create an individual application fee waiver
- **Multiple Waivers**
  - Learn to create a batch of fee waivers
Application Fees
Understanding Application Fees in the Standard Application Online

• The amount of your school’s application fee in the Standard Application Online (SAO) is set by you during application setup.

• You can set fees based on applicant type:
  • Domestic Day Student
  • Domestic Boarding Student
  • International Day Student
  • International Boarding Student

• Students pay a $6 service fee to submit an application. This fee is not taken out of your application fee, but is in addition to your fee.

• Students must pay your application fee in order for the application to be seen in your Member Access Portal. You should encourage your inquiries to pay the application fee as soon as possible.

• Any school using the Standard Application Online (SAO) can provide a student with a fee waiver. An application fee waiver will waive the entire fee (both your school’s application fee and the service fee).
How can we determine if they paid domestic or international fees?

On the student’s biographic profile, you will see the “applicant type” the student selected. If they received a waiver, the amount will not show $0. You can track this on your check roster. Only students that have paid your application fee, or applied a waiver, will be listed in your portal.
How do schools receive the application fees from EMA?

The Enrollment Management Association will send application fees to schools by check, quarterly. You can print a check roster for your business office. To find the check roster, use the Applications dropdown menu, and choose “NEW SAO Check Rosters”. Then, you can choose the most recent check roster.
Application fee check rosters posted in your MAP

Here is a sample of the Application Check Roster. You can provide this to your business office to reconcile application fees received, after receipt of funds from EMA for the application fees paid.

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Application ID</th>
<th>Amount</th>
<th>Date Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>17081</td>
<td>$50.00</td>
<td>January 22, 2017</td>
<td></td>
</tr>
<tr>
<td>17022</td>
<td>$50.00</td>
<td>January 07, 2017</td>
<td></td>
</tr>
<tr>
<td>15990</td>
<td>$100.00</td>
<td>March 22, 2017</td>
<td></td>
</tr>
<tr>
<td>17029</td>
<td>$100.00</td>
<td>January 05, 2017</td>
<td></td>
</tr>
<tr>
<td>14582</td>
<td>$50.00</td>
<td>January 30, 2017</td>
<td></td>
</tr>
<tr>
<td>17257</td>
<td>$100.00</td>
<td>January 31, 2017</td>
<td></td>
</tr>
</tbody>
</table>
Who receives our application fees?

Checks are sent to the person you have listed in your member portal. You can update this name in the Org Profile. Click on Account Profile to gain access.

To change the name of the check recipient, click “Edit” at the bottom of the Org Profile, and then type the new name. It can be a person’s name or an office.
How to create an application fee waiver
Select Application Fee Waivers from the Quick Access Menu
Enter Student’s Name, Last Name and Email address to Create Waiver
Send Waiver to Student

From this screen, you can either copy the Waiver Code and provide it to the student directly, or you can choose “Email Fee Waiver” to send the code from our system to their email address.

Sample system email:

You have successfully created an application fee waiver.
Student Name: Suzie Test Student
Email: test@suzie.com
Waiver Code: 1C-5H2F-1Z4P

Create New Waiver  Email Fee Waiver

The Lawton Academy (Sample School)

Dear Suzie Test Student,
The Lawton Academy (Sample School) has issued you a Standard Application Online (SAO) fee waiver. The code for your waiver is 1C-5H2F-1Z4P.

This code is valid for...
Monitor your Tracking Tab

Use the Tracking tab to see when waivers have been used and by whom.
How to create a batch of application fee waivers
Select Application Fee Waivers from the Quick Access Menu
Create multiple fee waivers at once

To create multiple fee waivers at once, you can use the “Create Batch Fee Waivers” tab in the Application Fee Waiver area of your portal. Start by entering the quantity of waivers you would like, and click “Create Fee Waivers”. 

APPICATION FEE WAIVERS
Send Waiver to Students

Once you’ve created the waivers, you can copy the waivers to give to students later, or you can email them to students now.

Sample system email:

You have successfully created a batch of application fee waivers.

Quantity: 3

Fee waiver codes:
1. 1V-SK20-1L5M
2. 1V-SI20-1S6Y
3. 1V-SL2A-1B7N

Send Email

Student Name
Waiver Code: 1V-SK20-1L5M
E-mail
Subject: Application Fee Waiver for: The Lawton Academy (Sample School)

Body

Dear:
The Lawton Academy (Sample School) has issued you a Standard Application Online (SAO) fee waiver. The code for your waiver is 1V-SK20-1L5M.

This code is valid for

Send Email