

## How to Use a Coupon Code

Please ensure the following regarding coupon codes:

- Each code can only be used once.
- Applicants are to use coupon codes before they submit their application. Coupon codes cannot be redeemed after an application has been submitted. Applicants cannot request a refund for an application fee if they receive a coupon code.
- If the applicant misses an application deadline due to waiting for a coupon code, they must request a deadline extension from the campus, which is at the discretion of the university and not always granted.

### How Student Use the Coupon Code:

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.

## Process

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.

If a student wants to use a code for a particular campus, they can select the campus they wish to submit:

The screenshot shows the 'Submit Application' interface. At the top, there are navigation tabs: 'My Application', 'Add Program', 'Submit Application' (with a red notification icon), and 'Check Status'. Below the tabs is the 'Submit Application' heading and a sub-heading: 'Review your program selections here, check on status of individual program tasks, and pay for your program selections. Once your application is submitted, no changes or refunds can be made.' Below this is a summary bar with three sections: 'APPLICATIONS READY FOR SUBMISSION' with the number '2', 'TOTAL FEE(S)' with '\$140.00', and 'CHECK MY FEE WAIVER STATUS'. To the right of the summary bar is a blue 'Submit All' button. Below the summary bar is a 'Sort By' dropdown menu set to 'Deadline'. The main content area displays two application programs, each with a progress bar and a 'Submit' button. The first program is 'Channel Islands Undergraduate' for 'Chemistry- BS (Freshmen)' with a deadline of 11/30/2022. The second program is 'Bakersfield - Undergraduate' for 'Agricultural Business' with a deadline of 11/30/2022. Both programs have a green progress bar with a checkmark at the end, indicating they are ready for submission.

They can then use the coupon code to pay for the application.

## Your Selected Program

Once your application is submitted, no changes or refunds can be made.

PROGRAM NAME	DEADLINE
Channel Islands Undergraduate	
<input checked="" type="checkbox"/> Chemistry- BS (Freshmen)	11/30/2022

Selected Programs (1)

**Fee Total** **\$70.00**

Coupon Code

If the student has more than one code and would like to submit for multiple campuses, they can input the codes in the Coupon Code section, one at a time.

## Select the Programs You Want to Pay for and Submit

Once your application is submitted, no changes or refunds can be made.

Available Programs <span>?</span>	Sort by	Deadline
PROGRAM NAME		DEADLINE
Channel Islands Undergraduate		
<input checked="" type="checkbox"/> Chemistry- BS (Freshmen)		11/30/2022 <input type="button" value="X"/>
Bakersfield - Undergraduate		
<input checked="" type="checkbox"/> Chemistry - American Chemical Society		11/30/2022 <input type="button" value="X"/>

Selected Programs (2)

**Fee Total** **\$140.00**

Coupon Code

After entering the coupon code(s) and payment information and submitting the application, the applicant receives an email confirmation notice.