How to use the SSAT Test Fee Waiver Bank in your MAP (Member Access Portal)

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Choose your training destination

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

The Basics — SSAT Fee Waiver Bank

Individual — Learn to create an individual SSAT fee waiver

Batch — Learn to create waiver batches

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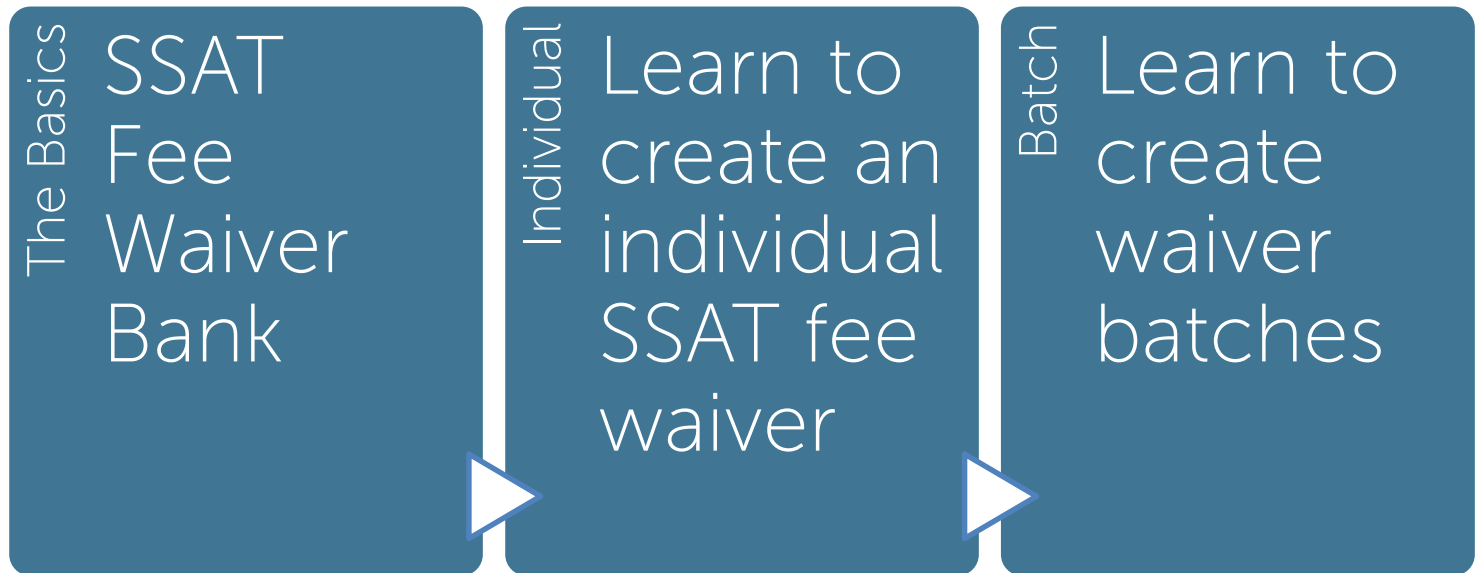
Meet your Fee Waiver Bank on your MAP

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Log into your MAP

Go to enrollment.org and click on LOGIN in the top right corner of the webpage. This will direct you to the Member Access Portal page, where you can log in. Or click here. Enter your user name and password.

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Sign in

Username   Forgot Username?

Username

skline@ssat.org
ssatacademy@ssat.org
••••••••

☐ Remember Me   **Sign in**

Create an Account

Create a Student Account

Membership Application
for The Enrollment
Management Association

If you do not have a student account,
please click here.

If you would like to inquire about
becoming a Member or Test Center of
The Enrollment Management
Association, please click here.

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Select the Test Fee Waivers link

Review your Statement

If you need additional fee waiver funds, e-mail members@enrollment.org.

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TEST FEE WAIVERS

Your Funds

Funds Allocated	$6156 USD
Remaining Balance	$2361 USD

Test Fees (2017-2018)	Middle/Upper	Elementary
Domestic	$132 USD	$80 USD
International	$257 USD	$157 USD

Statement	Create Single Fee Waiver	Create Batch Fee Waivers	Tracking

Allocated	$6156 USD
Remaining Balance	$2361 USD
Fee Waivers Created	32
Used Fee Waivers	21
Unused Fee Waivers	11

Your bank is reset at the beginning of each academic year based on your previous year's usage. All generated fee waivers are valid for the current academic year starting on August 1st and ending on July 31st.

If you have any questions or need additional fee waiver dollars, please email The Enrollment Management Association at members@enrollment.org

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Monitor your Tracking Tab

Use the Tracking tab to see when waivers have been used and by whom.

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Creating & Assigning Individual Fee Waivers On Your MAP

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Create Single Fee Waiver

Select Create Single Fee Waiver. Enter the dollar amount for the waiver as well as the student's first name, last name, and email address. Click Create Fee Waiver to obtain the waiver.

TEST FEE WAIVERS

Your Funds

		Test Fees (2017-2018)	Middle/Upper	Elementary
Funds Allocated	$6156 USD	Domestic	$132 USD	$80 USD
Remaining Balance	$2361 USD	International	$257 USD	$157 USD

Statement	Create Single Fee Waiver	Create Batch Fee Waivers	Tracking

Use the form below to create a single fee waiver and send via email to a family. You may also customize the body of the email for a personalized message to the family.

Amount of Fee Waiver*	0 .00 USD $
Student First Name*	
Student Last Name*	
Email Address*	

Create Fee Waiver

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- You can assign a partial or full fee waiver when you enter the dollar amount.
- Fee waivers cannot be used to cover late registration fees or additional services.
- Students may only use one fee waiver and cannot combine waivers to stack discounts.

Email the Fee Waiver

Click the Email Fee Waiver button to send the individual waivers to students.

TEST FEE WAIVERS

Your Funds

		Test Fees (2017-2018)	Middle/Upper	Elementary
Funds Allocated	$6156 USD	Domestic	$132 USD	$80 USD
Remaining Balance	$2229 USD	International	$257 USD	$157 USD

| Statement | Create Single Fee Waiver | Create Batch Fee Waivers | Tracking |

Confirmed

You have successfully created a fee waiver for the SSAT exam.

Amount: $132 Ussat@ssat.org

Student Name: Student Test

Email: skline@enrollment.org

Waiver Code: 4A-3F2R-9R3F

[Create New Waiver] [Email Fee Waiver]

An email dialog box will open. Customize the email message as needed.

Send Email ☒

Amount: $127 USD

Student Full Name: Student First Name Last Name

Email Address: skline@ssat.org

Waiver Code: 2Z-7V4M-1L5I

E-mail *
ssat@ssat.org

Subject
SSAT Fee Waiver

Body

Dear Student First Name Last Name,

You have been issued fee waiver for the SSAT by SSAT Academy in the amount of $127.00. The test fee waiver code is 2Z-7V4M-1L5I.

[Send Email]

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Creating and assigning
Fee Waiver Batches on your
MAP (Member Access Portal)

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Create Batch Fee Waivers

Using the Batch Fee Waivers feature allows you to create several waivers at once, saving you time. Select the Create Batch Fee Waivers tab. Then, enter the dollar amount for each waiver and the number of students in need. Press enter, and the total will be calculated for you. Click Create Fee Waivers to obtain the waivers.

You can assign partial or full fee waivers when you enter the dollar amount.

Fee waivers cannot be used to cover late registration fees or additional services.

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Email Fee Waivers

The Batch Waiver system creates several waivers at once. In order to assign them, and send them to a student, click the Email Fee Waiver button to send the individual waivers to students, if needed.

An email dialog box will open. Customize the email message as needed.

Statement | Create Single Fee Waiver | Create Batch Fee Waivers | Tracking

Confirmed

You have successfully created fee waivers.

Amount per Fee Waiver: $20 USD

Quantity: 4

Total Amount of Batch: 80

Fee Waiver Codes:

4Z-3U3O-0Y0W   Email Fee Waiver

4Y-3H3T-0E1S   Email Fee Waiver

4Y-3F3C-0R2X   Email Fee Waiver

4Y-3P3X-0I3Q   Email Fee Waiver

Create New Batch

Export To CSV

Send Email ✕

Amount: $20 USD

Student Full Name:

Email Address:

Waiver Code: 0J-9W6M-1L1A

E-mail

Subject

SSAT Fee Waiver

Body

Dear ,

You have been issued fee waiver for the SSAT by SSAT Academy in the amount of $20.00. The test fee waiver code is 0J-9W6M-1L1A. You will use this code

Send Email

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Export the Batch of Waivers

Click the Export to CSV button to download the waivers directly into Excel.

| Statement | Create Single Fee Waiver | Create Batch Fee Waivers | Tracking |

Confirmed

You have successfully created fee waivers.

Amount per Fee Waiver: $20 USD

Quantity: 4

Total Amount of Batch: 80

Fee Waiver Codes:

4Z-3U3O-0Y0W   [Email Fee Waiver]
4Y-3H3T-0E1S   [Email Fee Waiver]
4Y-3F3C-0R2X   [Email Fee Waiver]
4Y-3P3X-0I3Q   [Email Fee Waiver]

[Create New Batch]

[Export To CSV]

Exports easily into Excel, which is easiest for copying/pasting.

Especially helpful for batch registrations!

BatchFeeWaivers - Excel

E11

	A	B	C
1	VoucherCode	DateCreated	
2	4Z-3U3O-0Y0W	10/19/2017	
3	4Y-3H3T-0E1S	10/19/2017	
4	4Y-3F3C-0R2X	10/19/2017	
5	4Y-3P3X-0I3Q	10/19/2017	
6			
7			

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