

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.

The Enrollment Management Association

Sign in

Username [Forgot Username?](#)

Password [Forgot Password?](#)

Remember Me

Create an Account

Sign up for a Parent/Guardian and Student Account

If you do not have a parent or student account, please [click here](#).

Membership Application for The Enrollment Management Association

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

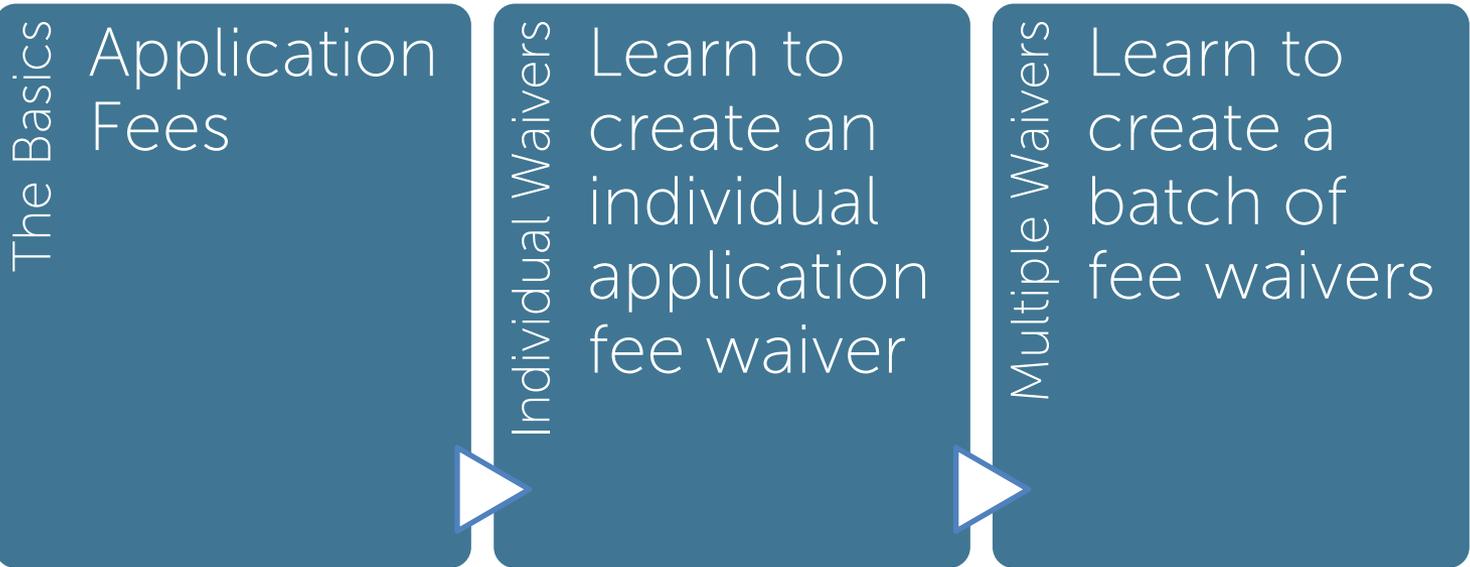
Please note: Use of The Enrollment Management Association's websites after account login will continue to be governed by the [Terms of Use](#) and [Privacy Policy](#).

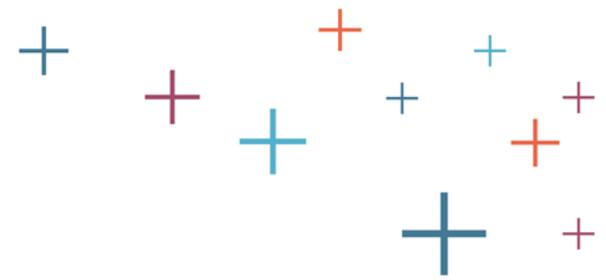
Enter your user name and password.



Choose your training destination

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





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.

Student Biographic Profile

[Download PDF](#)

The Standard Application Online

Suzie Test Student
Student ID: 170273600

STUDENT BIOGRAPHIC PROFILE

Suzie Test Student

Applicant Information

First Name	Middle Name	Last Name	Preferred Name
Suzie	Test	Student	
Date of Birth	Gender	Native Language	Ethnicity
Jul 20, 2001	Female	English	White
Current Grade	Applying to	Residential Status	Deadline Date
Grade 10	Grade 10	Boarding	15 Feb 2018 (Standard)
Applicant Type (Dom & Intl)	Financial Aid	Attends Boarding School	
Domestic (App Fee \$20.00)	No	No	

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.

The screenshot shows the EMA web application interface. At the top, there is a navigation bar with four dropdown menus: 'Home', 'SSAT / Snapshot', 'SSAT Scores', and 'Applications'. The 'Applications' dropdown menu is open, showing a list of options: 'Applications', 'Application Setup', 'Advisor Workstation', 'Application Fee Waivers', and 'NEW SAO Check Rosters'. The 'NEW SAO Check Rosters' option is highlighted with a red circle, and a red arrow points from it to the 'APPLICATION CHECK ROSTERS' page. The 'APPLICATION CHECK ROSTERS' page has a heading and a paragraph: 'The following links will give you access to print SAO Check rosters in PDF format.' Below this, there is a list of ten links, each representing a different SAO Payment Period. The links are: [SAO Payment Period \(09/07/2014 - 11/30/2014\)](#), [SAO Payment Period \(12/01/2014 - 01/31/2015\)](#), [SAO Payment Period \(02/01/2015 - 04/30/2015\)](#), [SAO Payment Period \(05/01/2015 - 08/15/2015\)](#), [SAO Payment Period \(09/01/2015 - 11/30/2015\)](#), [SAO Payment Period \(12/01/2015 - 02/29/2016\)](#), [SAO Payment Period \(03/01/2016 - 06/08/2016\)](#), [SAO Payment Period \(10/01/2016 - 12/31/2016\)](#), and [SAO Payment Period \(01/01/2017 - 03/31/2017\)](#).

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.

STANDARD APPLICATION ONLINE
#465 Sample School

Enclosed below is a roster of students who have submitted an application to your school using the Standard Application Online (SAO) for the period 01/01/2017 - 03/31/2017.

The related SAO check for this period has been mailed to your school. Please allow 5-7 business days for delivery.

Application data and components for these students are available online through The Enrollment Management Association Member Access Portal (MAP).

If an application fee waiver is used to submit the application, the fee paid will appear as '0'. Application fee checks for 2016-17 will be processed on October 13th, January 6th, April 5th, July 9th and October 11th.

If you have any questions regarding this roster, the related SAO check, your MAP, or the SAO, please contact us at 609-683-5558 or members@enrollment.org.

Details for Check #2###, Check Amount - \$###.00. Roster printed on 11/09/2017

Grades 6-PG

Applicant	Application ID	Amount	Date Submitted
	17081	\$50.00	January 22, 2017
	17022	\$50.00	January 07, 2017
	15990	\$100.00	March 22, 2017
	17029	\$100.00	January 05, 2017
	14582	\$50.00	January 30, 2017
	17257	\$100.00	January 31, 2017

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Return to Menu

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.

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Welcome [MAP Administrator] [skline (TEMA Staff)] [Account Profile](#)

Home SSAT / Snapshot SSAT Scores Applications Prospects Data Dashboards

Need to change your password? Click [here](#).

Org Profile Contacts School Profile

Unique Organization Code 1717

Organization Name * The Lawton Academy (Samj

Organization Type Private/Independent School

Organization Website www.ssat.org

General Email * s@ssat.org

School Phone 609-683-4440

Extension 24

Fax 1112223333

Street Address * Sample SSAT Member - Not

Street Address - Line 2 862 Route 518

Street Address - Line 3

City * Skillman

Country * United States

State or Province NY

Zip 08560

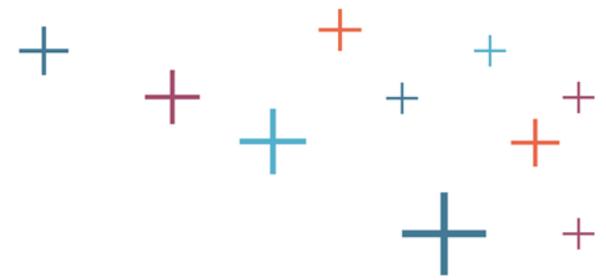
Send SAO Checks To Business Office

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.

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How to create an application fee waiver

Select Application Fee Waivers from the Quick Access Menu

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Welcome MAP Administrator [skline (TEMA Staff)] • Account Profile • Manage Users • Log Off

Home ▾ SSAT / Snapshot ▾ SSAT Scores ▾ Applications ▾ Prospects ▾ Data Dashboards ▾ Resources

Member Access Portal

- SSAT Testing
- SSAT Scores
- Data Dashboards
- Prospects
- Applications
- Resources

Quick Access Menu

- ADVISE STUDENTS**
Application Workstation
Score Workstation
- ASSIGN WAIVERS**
Test Fee Waivers
Application Fee Waivers
- PUBLICATIONS AND PRACTICE**
Order Official Guide or SSAT Brochure
NEW Order Practice Online Codes
- CHARACTER SKILLS SNAPSHOT**
NEW Invite families that aren't taking the SSAT to take The Snapshot

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Enter Student's Name, Last Name and Email address to Create Waiver

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APPLICATION FEE WAIVERS

Create Single Fee Waiver | Create Batch Fee Waivers | Tracking

Student Name *

Student Last Name *

Email Address *

Create Fee 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.

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APPLICATION FEE WAIVERS

Create Single Fee Waiver Create Batch Fee Waivers Tracking

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

Sample system email:

Send Email

Student Name: Suzie Test Student
E-mail: test@suzie.com
Waiver Code: 1C-5H2F-1Z4P
E-mail: test@suzie.com
Subject: Application Fee Waiver for Suzie Test Student : The Lawton Academy (Sample School)
Body: 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

Send Email

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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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APPLICATION FEE WAIVERS

Create Single Fee Waiver Create Batch Fee Waivers **Tracking**

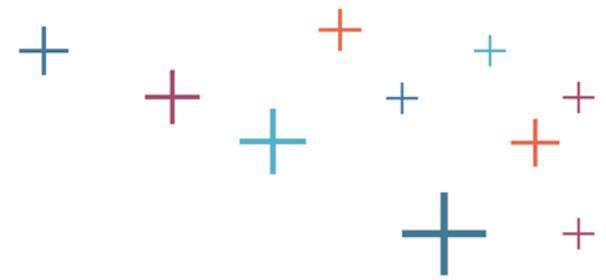
Waiver Code ↕	Recipient Name	Recipient Email	Is Waiver Used	Date Used	Email Waiver
			No		
			Yes	09-15-2017	
			Yes	09-15-2017	
			Yes	09-07-2017	
			No		
			No		

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How to create a batch of application fee waivers

Select Application Fee Waivers from the Quick Access Menu

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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”.

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APPLICATION FEE WAIVERS

Create Single Fee Waiver **Create Batch Fee Waivers** Tracking

Quantity

Create Fee Waivers

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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.

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APPLICATION FEE WAIVERS

[Create Single Fee Waiver](#) [Create Batch Fee Waivers](#) [Tracking](#)

You have successfully created a batch of application fee waiver.

Quantity: 3

Fee waiver codes:

1. 1V-5K2O-1L5M	Email Fee Waiver
2. 1V-5I2O-1S6Y	Email Fee Waiver
3. 1V-5L2A-1B7N	Email Fee Waiver

[Create new Batch](#)

Sample system email:

Send Email

Student Name

Waiver Code: 1V-5K2O-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-5K2O-1L5M.

This code is valid for

[Send Email](#)