2020-2021 CSDCAS Coupon Code FAQs

- CSDCAS will offer coupon codes for a flat fee of $53 which graduate programs may purchase for their own designations
- All CSDCAS coupon codes will expire on the cycle close date (July 1, 2021).

Frequently Asked Questions

General Information

1. **What are coupon codes?**

   Coupon codes are application fee discounts that colleges and schools can use to incentivize applicants to apply to their own academic programs. If your institution chooses to use this process, it will purchase coupon codes from Liaison and provide them to selected applicants to use to apply to their program.

2. **What is the process for payment between Liaison and schools who want to purchase coupon codes?**

   Active CSDCAS admissions users can purchase coupon codes through the **CSDCAS Coupon Code Gateway**. To purchase codes you must enter your name and email address. Please do not use a generic name or email address as we need an individual at the program to track payments and coupons will be sent to the program via the email address submitted. After entering your contact information and selecting the number of codes you would like to purchase, you will be instructed to click the submit button to complete your payment through PayPal. You may use a credit card or a PayPal account to complete the transaction. After submission of payment, you will receive an email confirmation with a receipt of your purchase. Purchased coupon codes will be emailed to the purchaser in 1-2 business days from the date they are requested.

3. **Who is the primary contact person at Liaison for questions about coupon code purchases?**

   Questions about coupon codes should be directed to our CSDCAS Client Success Manager, Jess Scholz (jscholz@liaisonedu.com).

4. **How long does it take to issue a coupon code once purchased?**

   Coupon codes will be generated 1-2 business days from the date they are requested.

5. **Is there a maximum number of coupon codes a school can purchase?**

   No, but coupon codes are not refundable if they are unused or expire. Unused coupon codes will not carry forward to the next cycle. You can always order more coupon codes during the cycle, so if you order a set number and run out you can request another batch. We advise you to purchase in small quantities and request additional codes as you use them.

Expiration Dates

6. When do coupon codes expire?
All CSDCAS coupon codes purchased in the 2020-2021 application cycle will expire on the cycle close date (July 1, 2021).

7. If a coupon code expires, can the school reopen it, if unused?
No, coupon codes are not refundable if they are unused or expire. Unused coupon codes will not carry forward to the next cycle.

Unused Coupon Codes

8. Will the school be refunded for any coupon codes that remain unused at the end of a cycle?

No, coupon codes are not refundable if they are unused or expire. Unused coupon codes will not carry forward to the next cycle.

9. Can any unused coupon codes carry forward to the new application cycle?

No, unused coupon codes will not carry forward to the next cycle.

Applying Coupon Codes

10. If a school gives an applicant a coupon code, could the applicant use the code to apply to another institution?
No. Coupon codes within CSDCAS are school specific. A school may only purchase codes for its own school/programs. A school cannot purchase codes for students to use at another institution.

11. Is the code tied to one applicant? What if an applicant shares her coupon code?

Every coupon code is unique and can only be redeemed once. If an applicant uses a school's coupon code to apply and then shares the code with another applicant, the second applicant will not be able to use it. However, if an applicant shares a coupon code with a second applicant, and the second applicant uses the code it will no longer work for the first applicant. When providing coupon codes to an applicant, communicate that it is for his/her intended use only and can only be used once.

12. What information should be given to an applicant when providing a coupon code?

When you offer an applicant a coupon code, share the following instructions with them:

- Enter the coupon code(s) on the CSDCAS payment page.
- Use the coupon code before the expiration date (July 1, 2021).
- Do not share the coupon code with others, as it can only be redeemed once.

- Apply the coupon code to the institution that offered it.

13. **Can coupon codes be applied after a student has submitted the application and paid the CSDCAS application fee?**

No. If an applicant has already submitted her application and paid the CSDCAS application fee to apply to your institution, then the coupon code cannot be retroactively applied. CSDCAS cannot issue fee refunds to applicants.

14. **Is this program separate from the fee waivers that CAPCSD already provides?**

Yes, this program is separate from the fee waiver program that CAPCSD funds. CAPCSD funds $25,000 a year to waive the initial application fee ($133) for applicants that meet our criteria of earning less than 200% of the federal poverty level or participate in the McNair Scholars program. Applicants can apply for this fee waiver through the menu option in the upper right corner of the CSDCAS application.

15. **Can coupon codes be applied to applicants who were also approved for a CSDCAS fee waiver?**

Yes, applicants who are granted a CSDCAS fee waiver are also eligible to use coupon codes if the total coupon amount applied is equal to or less than the total application fee. Applicants who receive a CSDCAS fee waiver and a coupon code would need to apply to at least two programs to be eligible for both programs.

16. **How will my school know whether the right (authorized) applicants used our coupon codes?**

Liaison tracks each coupon code, when it was redeemed, and the applicant who redeemed it. Upon request, Jess Scholz (jscholz@liaisonedu.com) CSDCAS Client Success Manager, can generate a Coupon Code Report that includes all coupon code batches generated within a specific date range.