

## 2020-2021 PSYCAS Coupon Code Policies

- PSYCAS will offer coupon codes in the following amounts:
  - \$80 – the value of the first designation
  - \$40 - the value of a second or subsequent designation
- All PSYCAS coupon codes will expire on the cycle close date (August 26, 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. If your institution chooses to use this program, it will purchase coupon codes from Liaison and provide them to selected applicants.

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

Colleges and schools can purchase coupon codes through the [PSYCAS Coupon Code Gateway](#). 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 PSYCAS Customer Solutions Manager, Grace Ciolek ([gciolek@liaisonedu.com](mailto:gciolek@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.

### Expiration Dates

**6. When do coupon codes expire?**

All PSYCAS coupon codes purchased in the 2020-2021 application cycle will expire on the cycle close date (August 26, 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?**

Coupon codes waive the application fee within PSYCAS, and cannot be tied to any specific program. Therefore, yes, an applicant could use the code to apply to another institution. We advise using coupon codes for applicants that you have a strong interest in recruiting and state explicitly the code should be used when they submit their PSYCAS application to your 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 PSYCAS payment page.
- Use the coupon code before the expiration date (August 26, 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 PSYCAS application fee?**

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

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

Yes, applicants who are granted a PSYCAS 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 PSYCAS fee waiver and a coupon code would need to apply to at least two programs to be eligible for both programs.

**15. 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, Grace Ciolek ([gciolek@liaisonedu.com](mailto:gciolek@liaisonedu.com)), PSYCAS Customer Solutions Manager, can generate a Coupon Code Report that includes all coupon code batches generated within a specific date range.