2021-2022 PharmCAS Coupon Code Policies

- PharmCAS will offer coupon codes for a flat fee of $55 or $175.
- All PharmCAS coupon codes will expire on the cycle close date (June 30, 2022).
- Coupon codes are unique to each organization.

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 PharmCAS Payment 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 PharmCAS Client Success Manager, Nicole Iarossi (niarossi@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 be advised that coupon codes are not refundable if they are unused or expire. Unused coupon codes will <u>not</u> carry forward to the next cycle.

Expiration Dates

6. When do coupon codes expire?
All PharmCAS coupon codes purchased in the 2021-2022 application cycle will expire on the cycle close date (June 30, 2022).

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 <u>not</u> 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 <u>not</u> carry forward to the next cycle.

9. Can any unused coupon codes carry forward to the new application cycle?
No, unused coupon codes will <u>not</u> carry forward to the next cycle.

10. If an applicant does not redeem a coupon code after an extended period of time and/or no longer plans to apply, can the school give the same coupon code to another applicant?
Yes. Since coupon codes are not tied to a specific applicant, the school could share an unused code with a different (second) applicant, if the first applicant is unresponsive or does not plan to apply to the program for any reason. If a code is reused, the school may wish to first alert the original recipient of the coupon code and instruct him/her to neither use nor share it.

Applying Coupon Codes

11. If a school gives an applicant a coupon code, could the applicant use the code to apply to another institution?
No. Coupon codes are unique to each organization and cannot be applied to another institution.

12. Is the code tied to one applicant? What if an applicant shares their coupon code?
If an applicant uses a school's coupon code to apply and then shares the code with another applicant, there is no impact. Every coupon code is unique and can only be redeemed once. However, coupon codes cannot be tied to a specific applicant. Therefore, if another (unauthorized) applicant receives and redeems the coupon code, the intended applicant will no longer be able to use it.

13. With coupon codes available for $55 or $175, how can a school determine if an applicant has already applied to another PharmCAS institution to know which amount to offer them?
Schools must communicate directly with applicants to determine the appropriate coupon code amount. Schools are advised not to give $175 coupons to applicants who have already submitted the application during the current cycle. If done, only $55 of the school's $175 coupon code will be applied to the applicant's account and used to cover the PharmCAS

additional designation fee. The remaining value of the coupon ($120) will be relinquished by both the applicant and the school, as each code can only be used once.

14. **What information should be given to an applicant when providing them with a coupon code?**
When you offer an applicant a coupon code, share the following instructions with them:
   - Enter the coupon code(s) on the PharmCAS payment page.
   - Use the coupon code before the expiration date (June 30, 2022).
   - Do not share the coupon code with others, as it can only be redeemed once.
   - The coupon code is only valid to apply to the institution that offered it.

15. **Can coupon codes be applied to an applicant after they have submitted the application and paid the PharmCAS application fee?**
If an applicant has already submitted their application and paid the PharmCAS application fee to apply to your institution, then the coupon code cannot be retroactively applied. PharmCAS cannot issue fee refunds to applicants.

16. **Can coupon codes be applied to applicants who were also approved for a PharmCAS fee waiver?**
Yes, applicants who are granted a PharmCAS fee waiver are also eligible to use coupon codes, as long as the total coupon amount applied is equal to or less than the total application fee. Applicants who receive a PharmCAS fee waiver and a coupon code would need to apply to at least two programs to be eligible for both programs.

17. **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, Nicole Iarossi (niarossi@liaisonedu.com), PharmCAS Client Success Manager, can generate a Coupon Code Report that includes all coupon code batches generated within a specific date range.