



National Association for  
College Admission Counseling

# Request for Admission Application Fee Waiver

TO: DEAN/DIRECTOR OF ADMISSION AT

NAME OF COLLEGE OR UNIVERSITY

**STUDENT:** Print or type the information requested below. You must *personally* sign the Certification Statement.

**CERTIFICATION STATEMENT:** I certify that I understand and meet all eligibility requirements to request an admission application fee waiver.

STUDENT'S NAME

STUDENT'S SIGNATURE

STUDENT'S ADDRESS

CITY

STATE

ZIP

**AUTHORIZED OFFICIAL:** Print or type the information requested below and check at *least one* of the indicators of economic need. You must *personally* sign the Certification Statement.

**CERTIFICATION STATEMENT:** I certify that the student named on this form is either (a) currently enrolled in the 11th or 12th grade at this school, or if not currently enrolled, (b) an individual who is seeking enrollment as an undergraduate to an institution of postsecondary education; AND meet at *least one* of the indicators of economic need checked below.

AUTHORIZED OFFICIAL'S NAME

AUTHORIZED OFFICIAL'S SIGNATURE

AUTHORIZED OFFICIAL'S TITLE

AUTHORIZED OFFICIAL'S EMAIL

NAME OF SECONDARY EDUCATIONAL INSTITUTION OR ORGANIZATION

CEEB# OR PROGRAM#

ADDRESS

PHONE

**ECONOMIC NEED:** The student must meet at *least one* of the following indicators of economic need. If no item is checked, the request will be denied.

- Student has received or is eligible to receive an ACT or SAT testing fee waiver.
- Student is enrolled in or eligible to participate in the Federal Free or Reduced Price Lunch program (FRPL).
- Student's annual family income falls within the income Eligibility Guidelines\* set by the USDA Food and Nutrition Service.
- Student is enrolled in a federal, state or local program that aids students from low-income families (e.g., GEAR UP, TRIO such as Upward Bound or others).
- Student's family receives public assistance (e.g., SSI, SNAP, or others).
- Student lives in federally subsidized public housing, a foster home, or is homeless.
- Student is a ward of the state or an orphan.
- Student has applied to FAFSA and is eligible to receive Pell Grant (provide a copy of the most recent Student Aid Report – SAR).
- Other request from high school principal, high school counselor, financial aid officer, community advisor/leader or other official who can attest to the student's circumstances.

*Given my knowledge of this student's family circumstances and after reviewing the eligibility guidelines, I believe that providing the application fee would present a hardship. Use the space below to explain or add supplemental information to the items above:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\* SEND THIS FORM DIRECTLY TO THE POSTSECONDARY INSTITUTION/ORGANIZATION \*\***

\*To view USDA Income Eligibility Guidelines for the Free or Reduced Price Lunch Program, click on the Frequently Asked Questions by visiting <http://bit.ly/NACACfeewaiver>.



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## FORM INSTRUCTIONS FOR STUDENTS, FAMILIES & EDUCATORS

**STEP 1** – Print the form or download the form on your computer.

**STEP 2** – Complete the form as follows:

- a. **Name of the college or university:** *The student completes this part.* The student writes the name of the college or university. Students can submit to a maximum of four universities. (One form for each university they are applying to).
- b. **Student:** *The student completes this part.* The student can sign by using the “Fill & Sign” tool on the PDF or simply type up the initials.
- c. **Authorized official:** *The authorized official completes this part.* A school counselor, postsecondary support personnel, or principal at the student's school OR an official from a community-based organization completes the Authorized Official section and verifies the student's economic eligibility. Note: CEEB# or PROGRAM# field can be found on the College Board website: <https://collegereadiness.collegeboard.org/k-12-school-code-search>. If not found, this field can remain blank.
- d. **Economic Need:** *The student completes this part, and the authorized official verifies it.* Student should check at least one indicator. Additional documents may be added to this form.
  - a. If a student is enrolled in a federal, state or local program otherwise listed, check the “Other Request” box in the Economic Need section and specify which program the student is enrolled in.
  - b. If you have applied for FAFSA, provide a copy of your most recent Student Aid Report (SAR) from the US Department of Education. Your Student Aid Report (SAR) is a paper or electronic document that gives you some basic information about your eligibility for federal student aid as well as listing your answers to the questions on your FAFSA. If you cannot locate your SAR, you can retrieve one from the US Department of Education’s Office of Federal Student Aid (FSA). Your SAR can be downloaded at (<https://fafsa.ed.gov/>)
  - c. International students should check the "Other Request" box in the Economic Need section and explain their financial barrier(s) to paying the application fee on the lines provided.

**STEP 3** – Save the form. The completed form must be sent by the student **directly** to the institution's office of admission. The student should contact the office of admission to determine the school's accepted mode of delivery (e.g., mail, email, fax). The student should follow up with the office of admission 2-4 weeks post submission to check on the approval status.