

ACT Fee Waiver Guidelines

The following rules apply to ACT fee waivers:

- To be eligible, the student must currently be a junior or senior, and must meet at least one indicator of economic need listed on the ACT fee waiver form. The easiest to document is free or reduced lunch.
- Students may only use an ACT fee waiver only two times. One waiver will have been used once the student registers, even if the student doesn't take the test.
- Fee waivers cover only the basic registration fee and up to four college choices, listed at the time of registration. Waivers do not cover test date changes, test center changes or additional fees.
- Students CANNOT request a fee waiver directly through ACT. They must obtain a form from their high school counselor or college advisor.
- The form must be for the current testing year, and must be signed by the school counselor, college advisor or otherschool official.
- Students must include the original document in their registration packet. Photocopies will not be accepted.

Advice for Counselors

ACT probably included some fee waiver forms with the counselor packet. If they did not, it was probably because no one from your high school used a fee waiver last year.

Try to determine well in advance how many juniors and seniors you believe will take the ACT this year at your school, and how many will qualify for a fee waiver. The easiest way to do this is to access the free or reduced lunch data at your school.

Depending on how many forms you think you will need, order more fee waiver forms from ACT as soon as possible. Call the ACT office in your region. The phone number for your area is listed on ACT registration bulletins delivered to your school, or on the website www.actstudent.org. If you have trouble finding this number, talk to your school counselor or college advisor.

Do not give a fee waiver to a student who does not qualify. You will sign your name to verify that a student qualifies, so you'll be the one that is accountable if you've misrepresented a student's eligibility. That's why using free and reduced lunch is a good way to verify.

Make photocopies of all the fee waivers you distribute and keep them in a folder. You'll want to do this for two reasons:

1. Since students can only use a fee waiver twice, you need to keep track of who you've already given one to, especially since some students will take it once during their junior year and once during their senior year.
2. Some colleges will waive application fees for needy students, and one document that they sometimes accept is a copy of the student's ACT or SAT fee waiver.

Don't give a student a fee waiver until AFTER he/she has completed the registration packet!

SAT Fee Waiver Guidelines

The following rules apply to SAT fee waivers:

- Students may use an SAT fee waiver for either paper registration or online registration
- To be eligible for SAT I, a student must be a junior and senior and must meet the eligibility qualification outlined on the waiver. The easiest to document is free or deducted lunch. To be eligible for SAT II, a student can be a freshman-senior and must meet the eligibility qualification outlined on the waiver. The easiest to document is free or reduced lunch.
- Student are eligible for two SAT I (Normal SAT) fee waivers during their high school career (and, in addition, two for the SAT IIs (Subject Test)). The fee waivers are specific to each test (SAT I or II).
- SAT fee waiver cover the basic registration fee and the Question and Answer Service, as long as the Q&A service is ordered on the registration form itself. All other fees are the responsibility of the student. SAT fee waiver can be used for late registration, for the October test date only.
- Students CANNOT receive a fee waiver from directly from the College Board. They must obtain one directly from their counselor or college advisor.
- The form must be for the current testing year.
- If registering by paper, students must include an original form with their registration packet. Photocopies will not be accepted. DO NOT tear off the bottom portion of the card if you are registering by paper form.
- If registering online, students should be given 6 digits of a 12-digit code. The counselor completes the first 6 numbers, the 2nd set of numbers is pre-printed. When asked for the fee waiver number on line, students should input 12-digit number.

Advice for Counselor

The College Board probably included some fee waiver forms with the counselor or college advisor testing packet. If they did not, it was probably because no one from your high school used a fee waiver last year.

Try to determine well in advance how many juniors and seniors you believe will take the SAT this year at your school, and how many will qualify for a fee waiver. The easiest way to do this is to access the free or reduced lunch data at your school.

Depending on how many forms you think you will need, order more fee waiver forms from the College Board ASAP. Call the College Board office in your region. The phone number for your area is listed at www.collegeboard.com.

Do not give a fee waiver to a student who does not qualify. You will sign your name to verify that a student qualifies, so you'll be accountable if you've misrepresented a student's eligibility.

Make photocopies of all the fee waivers you distribute and keep them in a folder. You'll want to do this for two reasons:

1. Since students can only use a fee waiver twice (for each SAT), you need to keep track of who you've given one to from year to year, especially since some students will take the exams during their junior and senior years.
2. Some colleges will waive application fees for needy students, and one document that they sometimes accept is a copy of the student's SAT fee waiver. Some colleges will only accept a form called the Request for Waiver of College Application Fee. Contact your school counselor or college advisor if you have questions.