

2013 | 2014 ACT Fee Waiver Eligibility Requirements

During 2013–2014, ACT will again make fee waivers for the ACT® college readiness assessment available to economically disadvantaged high school juniors and seniors. Funds are limited, however, and once they have been exhausted, requests for waivers will be denied.

Audits of Waiver Usage

In order to serve as many economically disadvantaged students as possible, only students who meet the requirements outlined in this document and on the fee waiver form are eligible for an ACT Fee Waiver. ACT may audit school and agency compliance with fee waiver requirements. In doing so, ACT may request written evidence of student eligibility. Non-eligible students may be billed, and non-compliant schools/agencies may be denied additional waivers.

IMPORTANT NOTE: When students do not follow through to test, they not only miss a valuable opportunity but also prevent others from testing at that test center. ACT encourages schools/agencies to emphasize to fee-waiver-eligible students the importance of sitting for the test. High no-show rates may indicate inappropriate distribution of waivers and may result in an audit.

What the ACT Fee Waiver Covers

Fee waivers cover the basic fee for either the ACT (No Writing) or the ACT Plus Writing. This fee includes one report to the high school and up to four college choices.

Waivers may NOT be used to pay for any of the following: late registration fee; test date, test option, or test center changes; additional college choices; standby fee; other services; or residual (on-campus) testing.

Usage Restriction

Eligible students may use a maximum of **TWO** separate ACT fee waivers. Additional waivers for a student will be denied, and the student will be billed. The waiver is used once the student registers, submits a standby request, or is approved for Special Testing, **even if the student does not test on the requested test date.** (Such students may request a Test Date Change and pay the \$22 fee.)

Eligibility Requirements

Each student must meet **all** eligibility requirements:

1. Be currently enrolled in high school in the **11th or 12th grade**.
2. Be a US citizen or testing in the US, US territories, or Puerto Rico.
3. Meet one or more of the indicators of **economic need** listed below:
 - Enrolled in a federal free or reduced-price lunch program at school, based on USDA income levels (see table below).
 - Enrolled in a program for the economically disadvantaged (for example, a federally funded program such as GEAR UP or Upward Bound).
 - Resides in a foster home, is a ward of the state, or is homeless.
 - Family receives low-income public assistance or lives in federally subsidized public housing.
 - Family's total annual income is at or below the US Department of Agriculture (USDA) levels for free or reduced-price lunches listed below:

No. in Household (including student)	Total Annual Income Before Taxes (in last calendar year)
1	\$ 21,257
2	\$ 28,694
3	\$ 36,131
4	\$ 43,568
5	\$ 51,005
6	\$ 58,442
Each additional	plus \$ 7,437 each

See www.fns.usda.gov/wic for guidelines in Alaska and Hawaii.

See reverse for information about fee waiver procedures.



2013 | 2014 ACT Fee Waiver Procedures

Submission of Forms

Requests must be submitted on a current, official ACT fee waiver form. Fee waivers are valid through August 31 each year. Altered, photocopied, or obsolete forms and requests on letterhead will NOT be accepted. Each request is valid only if it is properly completed and personally signed by both the student and school/agency official.

Each waiver has a **serial number** printed in the top-right corner. Instructions for submitting the serial number online or returning the fee waiver form with a paper registration or Special Testing request are on the printed form under “Student Directions.”

Remind students registering online that any fees not covered by the waiver must be paid for with a credit card before submitting the registration.

Distribution of Forms

Each summer, ACT ships fee waiver forms to high schools in the United States that had students who used fee waivers during the preceding academic year. The quantity of fee waiver forms mailed to each school is based on the number of waivers students at that school used in the prior year.

– **IMPORTANT: If a school had an unusually high proportion of students who did not test, the quantity will be adjusted and based on the number who actually tested.**

Please monitor your fee waiver quantities and **reorder only if needed** prior to the registration period for each test date (contact ACT Student Services).

Fee waivers are available to high schools, active Upward Bound projects, and qualifying not-for-profit assistance organizations. Officials who identify eligible students may contact ACT to order fee waivers. Fee waiver forms are normally delivered within ten working days of receiving the order.

ACT Student Services Phone: 319.337.1270
P.O. Box 414 Fax: 319.339.3032
Iowa City, IA
52243-0414

Advising Eligible Students

As you identify eligible students and assist them with using the ACT Fee Waiver, please keep the following tips in mind:

- **Encourage students to follow through and actually test**—Please emphasize to students who register with a fee waiver the importance of sitting for the ACT. ACT has noted a higher-than-expected number of fee-waiver-eligible students who register but then do not test. When students do not test, they not only miss a valuable opportunity but may also prevent other students from testing at that center.
- **What happens when a student does not test?**—Except for standby students denied admission, please advise fee waiver students who do not test to reschedule for a later ACT test date. Rescheduling will allow them to “reapply” the fee waiver to the new test date and may encourage them to follow through and test. Please note that the student will need to pay the \$22 Test Date Change fee. Late fees will also apply after the registration deadline has passed. Students who choose not to reschedule can register for another test date with their second fee waiver if it has not already been used.
Please discourage students from using two fee waivers simply to register twice—they do not receive the full benefits of their waivers unless they actually test.

