

2013-14

# Counselor's Guide to Fee Waivers for the SAT® and the SAT Subject Tests™

## About the SAT Fee-Waiver Service

As a not-for-profit membership organization, the College Board is committed to excellence and equity in education. Part of our mission is to help more low-income students connect to and complete a postsecondary education. Grounded in that mission, the SAT® Fee-Waiver Service serves hundreds of thousands of low-income students every year, and it provides much more than simply the waiver of test fees — it gives low-income students access to a comprehensive set of resources that help them prepare for the tests and take the next steps toward college. Fee waivers are available for low-income, college-aspiring high school students who meet the eligibility guidelines outlined in this pamphlet.

Thanks in large part to the passionate efforts of counselors and student advocates like you, the SAT Fee-Waiver Service continues to reach record numbers of low-income students. We will continue to support you in distributing fee waivers to qualified students and encouraging each recipient not only to register, but to be present on test day.

## Improving Access to Higher Education

Fee waivers offer a great opportunity for low-income students to show colleges that they are prepared by taking the SAT or SAT Subject Tests™. However, some students encounter barriers that prevent them from showing up for the tests after registering. Counselors can play an important role in increasing test-day attendance. Here are a few effective strategies used by counselors:

- Carefully identify low-income students who have college aspirations.
- Connect fee-waiver recipients to the full suite of free SAT and SAT Subject Test practice materials, so they can feel more confident and prepared as test day approaches.
- Provide encouragement through reminders to plan transportation and other logistics.
- Use the SAT Counselor Registration Report to view and create customized reports that show which of your students are registered for the SAT and SAT Subject Tests. You can also track who used a fee waiver, which students were absent on test day, and other useful information to put students on the path to college. For more information, visit [sat.org/reg-roster](http://sat.org/reg-roster). (This resource is only for use by authorized school personnel.)

## Allocating and Reordering Fee-Waiver Cards

High schools and qualifying agencies receive allocations of cards based on the number of fee waivers that their students actually used for testing in the October 2012 through January 2013 administrations of the SAT and SAT Subject Tests. Your high school or agency code allows us to match fee-waiver usage to your school or agency for this allocation process. Be sure to write the code on the cards you distribute.

If, after distributing the fee-waiver cards to eligible students at your institution, you need to reorder, please call the Educator Help Line at 888-SAT-HELP (728-4357) or +1 212-520-8600 internationally.

## More than Just a Waiver

The SAT and the SAT Subject Tests are more than just tests — they are keys that open the door to college opportunity. In turn, fee waivers offer more than just the waiver of test fees. An eligible student can take advantage of all the following services for free or at a reduced rate:

- Up to two registrations for the SAT and up to two registrations for the SAT Subject Tests — a total of four fee waivers. One fee-waiver card covers one SAT registration (\$51 value) or up to three SAT Subject Tests on one test day (\$74.50 maximum value).
- Four additional flexible score reports, which can be ordered at any time during the student's testing lifetime (\$45 maximum value).
- The Question-and-Answer Service or the Student Answer Service. Students must order the service when registering to receive it at no charge (\$18 maximum value).
- A \$40 discount off the regular price of The Official SAT Online Course™ with any online registration using a fee waiver.
- Coverage of the Non-U.S. Regional Fee for testing internationally (\$40 maximum value).
- Up to four Request for Waiver of College Application Fee forms. The *SAT Fee-Waiver Directory of Colleges* lists colleges and universities that have agreed to consider waiving their application fees. For a copy of the directory and more information on fee-waiver services and benefits, go to [collegeboard.org/feewaiver](http://collegeboard.org/feewaiver).

## Eligibility Criteria

Eligible students must be in the 11th or the 12th grade to use fee waivers for the SAT. Students may be in any grade of high school, 9–12, to use fee waivers for SAT Subject Tests. Fee waivers are available to high school students residing in the United States or U.S. territories, and to U.S. citizens residing outside the U.S. who meet at least one of the eligibility criteria given here.

### Primary College Board Fee-Waiver Eligibility Criteria

A student must be either enrolled in or eligible to participate in the federal Free and Reduced Price Lunch program (FRPL) in order to receive a fee waiver.

### Additional Fee-Waiver Eligibility Indicators

If the student is not enrolled in the FRPL program, or his or her enrollment status cannot be easily determined, you can use the following list of additional indicators to determine student eligibility to receive a fee waiver:

1. The student's annual family income falls within the Income Eligibility Guidelines set by the United States Department of Agriculture (USDA) Food and Nutrition Service.
2. The student is enrolled in a federal, state, or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound).
3. The student's family receives public assistance.
4. The student lives in federally subsidized public housing, a foster home or is homeless.
5. The student is a ward of the state or an orphan.

2013–2014 Income Eligibility Guidelines	
NUMBER OF MEMBERS IN HOUSEHOLD (including head of household) <sup>1</sup>	TOTAL ANNUAL INCOME (in preceding calendar year) <sup>2</sup>
1	\$21,257
2	\$28,694
3	\$36,131
4	\$43,568
5	\$51,005
6	\$58,442

1. The household size should be the number of household members plus the filer on the family's current tax statement. A student who is in foster care is considered a household size of one person.

2. Income levels are based on the USDA Food and Nutrition Service Income Eligibility Guidelines used by schools, institutions and facilities participating in the FRPL.

To view the full table, go to <http://www.fns.usda.gov/slp> and select "Income Eligibility."

### More than six members in the household?

To determine income levels for families with more than six household members, take the annual allowance for six members (\$58,442) and add \$7,437 for each additional member.

**Note:** Fee-waiver eligibility may be subject to audit. Make sure to complete the counselor section on the front of every fee-waiver card you distribute.

### International Students

- Eligible U.S. citizens who will be testing outside the United States and U.S. territories may receive fee waivers, which cover the cost of regular registration and the Non-U.S. Regional Fee. The student is responsible for all other fees.
- Eligible students who are foreign nationals who live and test in the United States or U.S. territories may also receive fee waivers.

### Home-Schooled Students

Home-schooled students may contact you to obtain a fee waiver. These students must provide proof of eligibility (tax records, public assistance records or record of enrollment in an aid program). We know these students are not part of the

population you normally serve, and we thank you for helping us give them access to the SAT and SAT Subject Tests. When you provide a card to a home-schooled student, print “970000” instead of your regular College Board high school or agency code on the card.

## Completing and Distributing Fee-Waiver Cards

Fee-waiver cards are to be judiciously distributed to eligible low-income, college-aspiring students on a case-by-case basis. You can issue up to four fee-waiver cards (two for the SAT and two for SAT Subject Tests) to an eligible student as follows:

- Fill out the first section of the fee-waiver card completely. **Cards that are incomplete will be returned unprocessed to the student.**
  - Fill in the College Board high school code or agency code. This number, combined with the preprinted number on the card, creates a unique 12-digit fee-waiver code. (Required)
  - Print and sign your name to confirm student’s eligibility. (Required)
  - Fill in one or more of the ovals to indicate the eligibility criteria that the student meets. (Required)
- Instruct the student to complete the student information section, and provide a copy of the *Guidelines for Students and Families*, (also available in Spanish at [collegeboard.org/feewaiver](http://collegeboard.org/feewaiver)). Please stress how important it is for him or her to show up on test day.

### Sample of a Fee-Waiver Card with Section 1 Completed by Counselor

**1. TO BE COMPLETED BY COUNSELOR (REQUIRED)**

Enter your College Board high school code/agency code. This must be included to create a valid 12-digit code.

1	2	3	4	5	6	WXYZAB
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**Important:** This 12-digit fee-waiver code is good for only one registration, and it can be used to register for the SAT or up to three SAT Subject Tests on a single test day.

Ms. College Counselor  
Counselor’s Name (REQUIRED — please print.)

Ms. College Counselor  
Counselor’s Signature (REQUIRED)

By signing, I confirm that the student listed below meets one or more of the following eligibility requirements to receive an SAT fee waiver. I also acknowledge that fee-waiver eligibility may be audited.

**Fill in the ovals that apply (REQUIRED):**

- The student is enrolled in or eligible for the Free and Reduced Price Lunch program.
- The student is enrolled in a federal, state or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound).
- The student’s annual family income falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service (provided at [sat.org/fee-waivers](http://sat.org/fee-waivers)).
- The student’s family receives public assistance.
- The student lives in federally subsidized public housing or a foster home or is homeless.
- The student is a ward of the state or an orphan.

**2. TO BE COMPLETED BY ELIGIBLE STUDENT (REQUIRED)**

## Registration Using a Fee Waiver

To register online, the student uses or creates a free account at [sat.org](http://sat.org). During the registration process, the student will be prompted to enter the unique 12-digit fee-waiver code as well as the counselor name and eligibility criteria marked on the front of the fee-waiver card.

To register by mail, the student must complete all required fields on the registration form, including his or her gender, date of birth, high school code, and grade level, then enclose the completed card in the envelope provided with the *Registration Guide*. The student also needs to attach a photo of himself or herself to the registration form. A registration submitted without a photo will be returned unprocessed unless an exemption applies. See the *Registration Guide* for more information.

### Important Registration Notes

Please make sure your students understand the following points about registering with fee waivers:

- Fee waivers may not be used for Waitlist Status, and they do not cover fees for changing a registration.
- Students registering by mail must enclose both the registration form (with all required sections filled in) and the completed fee-waiver card in the envelope provided.**
- Fee waivers can only be used for one registration.** If the student misses the test date, she or he can transfer the registration to a new test date (a change fee will apply).
- Test fees are not refundable, even if a student who has paid test fees would have been eligible to use a fee waiver.
- Late registration with a fee waiver is allowed for the October administration only.** Students using a fee waiver to register for testing in the United States or U.S. territories will have until the late-registration deadline of Sept. 20, 2013, to register (with no additional charge). Late registration is not available for international registrations.
- The fee-waiver card may not be reproduced or changed in any manner. The College Board can only accept an original card that is completely filled out as payment for the test date. Reproduced, faxed, altered or incomplete cards will *not* be processed.

## Helping Students Prepare for the Test

The College Board offers a wide range of free and affordable practice resources, available both in print and online. Besides providing the *Guidelines for Students and Families*, please also distribute the *Getting Ready* booklets to fee-waiver students who have limited access to the Internet. Encourage students to use computer equipment at school or in the library to explore all the resources available at [sat.org/practice](http://sat.org/practice), which have been updated for 2013-14.

## Free Additional Score Reports

Students who are eligible for fee waivers can use their additional score report credits at registration or after they receive their scores. They receive a total of four credits in their testing lifetime no matter how many times they register. Additional score report credits are applied automatically; students send them just as they would send other score reports (online is the easiest way). They can also track their use of additional score report credits through their online accounts.

If an eligible student has not used a fee waiver to register, she or he will need to enter a fee-waiver code on the screen or paper score report order form to apply the additional score report credits. In such cases, you will need to issue a fee-waiver card.

For more information on how students can send score reports, go to [collegeboard.org/satscorereports](http://collegeboard.org/satscorereports).

## Helping Students Take the Next Steps



Once a student has decided to apply to college, he or she will need a plan to make that goal a reality. The College Board recently launched [bigfuture.org](http://bigfuture.org), a comprehensive college planning site filled with examples of how real students made their college choices. The site helps students find out more about the application process, access financial aid tools, explore majors and more — all to help them narrow down their choices and find the right college. Encourage your students to go to [bigfuture.collegeboard.org/get-started](http://bigfuture.collegeboard.org/get-started) to learn more about all the resources available, and to start creating their own customized plans to make the dream of college a reality.



YouCanGo!™ shows students that the goal of going to college is within their reach. YouCanGo! features video and transcript testimonials of students who, while facing many obstacles, managed to apply and go to college. It challenges students to “take the pledge”— to make a commitment to go to college

and share their desire with others. Encourage your students to boost their confidence and reinforce their commitment to their own college path by visiting [ycg.org](http://ycg.org).

## Request for Waiver of College Application Fees

A student who uses a fee waiver for the SAT or SAT Subject Tests and plans to enter college in the 2014-15 academic year can be given up to four Request for Waiver of College Application Fee forms. A student can receive the waiver form if he or she (1) meets one or more eligibility criteria for using an SAT fee waiver, (2) is applying for admission to college, and (3) has used a fee waiver or has taken an SAT that was paid for by a state or district initiative.

**Note: This form is NOT a fee-waiver card.** Students should NOT SEND the forms to the College Board. They must enclose the forms with their college applications.

Students should only send the forms to institutions included in the *SAT Fee-Waiver Directory of Colleges*, which is available online at [collegeboard.org/feewaiver](http://collegeboard.org/feewaiver). The institutions listed in the directory are not obligated to waive their application fees.

## Paying for College

Students using fee waivers for the SAT and SAT Subject Tests can learn more about scholarship opportunities and financial aid processes, including CSS/Financial Aid PROFILE®, the financial aid application service of the College Board, at [collegeboard.org/scholarships](http://collegeboard.org/scholarships).

## Have Questions?

If you have other questions about the SAT Fee-Waiver Service, go to [collegeboard.org/feewaiver](http://collegeboard.org/feewaiver). You can also email us at [feewaiver@collegeboard.org](mailto:feewaiver@collegeboard.org) or call the SAT Educator Help Line at 888-SAT-HELP (728-4357). If you're calling from outside of the United States, call +1 212-520-8600. Make sure to have your College Board high school or agency code available when you email or call.

### About the College Board

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success — including the SAT® and the Advanced Placement Program®. The organization also serves the education community through research and advocacy on behalf of students, educators and schools.

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