

Counselor's Guide to Fee Waivers

FORTHE 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. Based on a growing body of research, we have broadened our efforts to help all students make the most of the opportunities they've earned. The distribution of fee waivers and related services to eligible, college-aspiring students sits at the heart of these efforts.

Improving Access to Higher Education

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. Fee waivers offer a great opportunity for low-income students to show colleges that they are interested in pursuing higher education by taking the SAT or SAT Subject Tests™. Counselors play an important role by encouraging students to show up on test day and follow through in applying to college. Here are a few effective strategies used by counselors:

- Distribute fee waivers to students who meet the eligibility requirements detailed in this brochure.
- Offer as much encouragement and support as you can to these students, who often face barriers to testing that more economically secure students may not encounter.
- 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 reminders to plan transportation and other logistics.

The SAT Counselor Registration Report, available at sat.org/reg-roster, can help you identify students who need additional support. Use it 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, who was absent on test day, and other useful information to help put students on the path to college. (The SAT Counselor Registration Report is only for use by authorized school personnel.)

Supplies of Fee-Waiver Cards

High schools and qualifying agencies receive supplies of cards based on the number of fee waivers that their students used for testing in the October 2014 – June 2015 administrations of the SAT and SAT Subject Tests.

If you need to reorder, please call the Educator Help Line at 888-SAT-HELP (728-4357) from locations in the United States or +1 212-520-8600 internationally.

More than Just a Waiver

Fee waivers cover more than just testing 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 or up to three SAT Subject Tests on one test day (\$88 maximum value).
- Four additional 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).
- Coverage of the non-U.S. regional fee for students testing internationally (\$53 maximum value).
- Up to four Request for Waiver of College Application Fee forms. See page 4 for more information about how the College Board makes these forms available to students who are eligible for fee waivers.

Eligibility Criteria

Eligible students must be in 11th or 12th grade to use fee waivers for the SAT. Students may be in any grade of high school to use fee waivers for SAT Subject Tests. Fee waivers are available to high school students who meet at least one of the eligibility criteria listed here.

Primary College Board Fee-Waiver Eligibility Criteria

A student must be either enrolled in or eligible to participate in the National School Lunch Program (NSLP) in order to receive a fee waiver. For schools participating in federal programs such as Community Eligibility, you must use other criteria or indicators to determine student fee-waiver eligibility and should not rely solely on a student's participation in the NSLP.

Additional Fee-Waiver Eligibility Indicators

If the primary eligibility indicators cannot be used to determine eligibility, use the following list of additional indicators to determine student eligibility to receive a fee waiver:

- 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.

- 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 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.

2015-16 Income Eligibility Guidelines

NUMBER OF MEMBERS IN HOUSEHOLD <small>(including head of household)¹</small>	TOTAL ANNUAL INCOME <small>(in preceding calendar year)²</small>
1	\$21,775
2	\$29,471
3	\$37,167
4	\$44,863
5	\$52,559
6	\$60,255

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 NSLP.

To view the full table, go to 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 (\$60,255) and add \$7,696 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 and 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

Please encourage every student who is eligible for fee waivers to use their fee waivers to register for and actually take the tests. 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:

1. Fill out the first section of the fee-waiver card completely, as illustrated in the sample card shown in the next column. **Cards that are incomplete cannot be used to successfully complete a registration. All the following fields are required.**
 - 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.
 - Print and sign your name to confirm student's eligibility.
 - Fill in one or more of the ovals to indicate the eligibility criteria that the student meets.
2. Instruct the student to complete the student information section. Provide a copy of the *2015-16 Fee Waivers for the SAT and the SAT Subject Tests* pamphlet (also available in Spanish at sat.org/fee-waivers). Please stress how important it is to show up on test day.

Registering Using a Fee Waiver

To register online, the student uses or creates a free account at 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, then enclose the completed registration form and fee-waiver card in the envelope provided with the *Student Registration Guide*. A registration submitted without the required photo or information will be returned unprocessed (some rare photo exemptions apply). See the *Student 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. (Changing from SAT to SAT with Essay in March through June 2016 is the only change covered by the fee waiver.)
- **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 not covered by fee waivers will apply).

- **Late registration with a fee waiver is allowed at no charge for testing in the United States or U.S. territories.** Students have until the late deadline listed on the fee-waiver card if registering online. See the *Student Registration Guide* for deadlines to register by paper. Late registration is not available for international registrations; see sat.org/international for more information.
- 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.

Sample 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	W	X	Y	Z	A	B
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):											
<input checked="" type="radio"/> The student is enrolled in or eligible for the National School Lunch Program.											
<input type="radio"/> 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).											
<input type="radio"/> 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).											
<input type="radio"/> The student's family receives public assistance.											
<input type="radio"/> The student lives in federally subsidized public housing or a foster home or is homeless.											
<input type="radio"/> The student is a ward of the state or an orphan.											

Helping Students Prepare

The College Board offers a wide range of free and affordable practice resources, available both in print and online. Besides providing the *2015-16 Fee Waivers for the SAT and the SAT Subject Tests* pamphlet, please also distribute the Getting Ready booklets to fee-waiver students who need them. Note that the 2015-16 edition applies to the SAT taken through January. Students taking the redesigned SAT should be given *Getting Ready for the Redesigned SAT*. Encourage students to use computer equipment at school or in the library to explore all the resources available at sat.org/practice.

Official SAT Practice at KhanAcademy.org

For students testing in March 2016 or later, prepare for SAT success with the Official SAT Practice at **KhanAcademy.org**. Students can start today to get personalized, world-class practice for the redesigned SAT — totally free. Khan Academy's interactive program will be powered by thousands of practice problems, codeveloped by the College Board and Khan Academy.

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). 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. Students can learn more about this benefit and how to track their use of additional score report credits at sat.org/fee-waivers.

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 offers a comprehensive college planning site filled with examples of how real students made their college choices at bigfuture.org.



Student Search Service®

Encourage students to sign up during registration for Student Search Service®, a program designed to connect college-bound students with college and scholarship opportunities. For more information, visit sat.collegeboard.org/register/student-search-service.

College Application Fee Waivers

A student who uses a fee waiver for the SAT or SAT Subject Tests and plans to enter college in the 2016-17 academic year can use up to (and no more than) four College Application Fee Waivers.

The College Board now delivers these forms electronically to eligible seniors once they have tested using a fee waiver. However, you may still have eligible students who did not receive their forms. Please distribute the forms to any students who did not receive the forms to which they are entitled.

For more information on how students will receive College Application Fee Waivers directly, as well as a sample form, please visit sat.org/collegeappfeewaiver.

Note: This form is NOT a fee-waiver card for taking the SAT or SAT Subject Tests. 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 sat.org/fee-waivers. 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.

Have Questions?

Visit collegeboard.org/feewaiver for online information, or contact us (include or have available your College Board high school or agency code):

SAT Educator Help Line:

888-SAT-HELP (728-4357)

+1 212-520-8600 (International)

Email: SAT@info.collegeboard.org



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.