

The SAT[®] and SAT Subject Tests[™]

Fee Waiver Service

COUNSELOR GUIDE

2018-19



The benefits of the SAT
Fee Waiver Service



Student eligibility criteria



Information on completing
and distributing SAT
fee waiver cards



College application
fee waiver delivery
information



About the SAT Fee Waiver Service

Thanks in large part to counselors and student advocates like you, the SAT® Fee Waiver Service reaches large numbers of low-income students. Fee waivers give these students a great opportunity to show colleges they're interested in higher education by taking the SAT or SAT Subject Tests™.

Reducing Your Paperwork

Counselors play an important role by encouraging students to take the tests and then apply to college. The College Board has worked to reduce the paperwork for counselors: Once an eligible student registers with a fee waiver, they'll have access to a full set of fee waiver benefits directly in their College Board account. This means you'll distribute fewer fee waiver cards.

Keeping Students On Track

Here are a few strategies you can use to keep your students on track for test day:

- Distribute fee waivers to students who meet the eligibility requirements detailed in this brochure.
- Give as much encouragement and support as you can to these students to help them overcome barriers to testing that more economically secure students don't face.
- Connect fee waiver recipients to our free SAT and SAT Subject Test practice materials.
- Remind students to plan transportation and other logistics.

The SAT Roster Report, available at k12reports.collegeboard.org, can help you identify students who need additional support. Use it to view students who 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 keep students on the path to college. (The SAT Roster Report is only for use by authorized school personnel.)

SAT Fee Waiver Service Benefits

An eligible student can take advantage of the following services for free or at a reduced rate:

- Up to two registrations for the SAT with or without the Essay and up to two registrations for the SAT Subject Tests—up to three SAT Subject Tests on one test day (\$96 maximum value).
- Two Question-and-Answer Service (QAS) or Student Answer Service (SAS) reports. Students must order the service when registering to get it at no charge (\$36 maximum value).
- Free unlimited score reports, which can be ordered at any time during the student's testing timeline.
- Waived college application fees for participating schools. See the back of this guide for more information.
- Free CSS Profile™ fee waivers for first-time, domestic college applicants applying online for nonfederal financial aid. Visit profileonline.collegeboard.org for more information.
- Coverage of the non-U.S. regional fee for U.S. students testing internationally (\$53 maximum value).

Eligibility Criteria

Eligible students must be in 11th or 12th grade to use fee waivers for the SAT. Students in any high school grade may 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) to get a fee waiver. If the primary eligibility indicators can't be used, use the additional indicators to determine student eligibility.

ADDITIONAL FEE WAIVER ELIGIBILITY INDICATORS

- 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 like 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.

NUMBER OF MEMBERS IN HOUSEHOLD (including head of household) ¹	TOTAL ANNUAL INCOME (in preceding calendar year) ²
1	\$22,459
2	\$30,451
3	\$38,443
4	\$46,435
5	\$54,427
6	\$62,419

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**.

To determine income levels for families with more than six household members, take the annual allowance for six members (\$62,419), and add \$7,992 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 test outside the United States and U.S. territories may get 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 get fee waivers.

HOMESCHOOLED STUDENTS

Homeschooled students may contact you to obtain a fee waiver. These students must show proof of eligibility (tax records, public assistance records, or record of enrollment in an aid program). We know these aren't students you normally serve, and we thank you for helping them access the SAT and SAT Subject Tests. When you give a card to a homeschooled student, print "970000" on it instead of your regular College Board high school or agency code.

Completing and Distributing Fee Waiver Cards

Please encourage every student who's eligible for fee waivers to use them to register for and actually take the tests. Eligible students using a fee waiver for the **first time** and students registering by mail with a paper registration form will use a fee waiver card—here's how:

- 1 Fill in the first section of the fee waiver card completely, as illustrated in the sample card below. Incomplete cards can't be used to complete a registration.

- ♦ Fill in the College Board high school code or agency code. This number, combined with the preprinted code on the card, creates a unique 12-digit fee waiver code.
- ♦ Print and sign your name to confirm the student's eligibility.
- ♦ Fill in one or more of the ovals to indicate the eligibility criteria that the student meets.

The image shows a sample fee waiver card form. It is divided into two main sections. The first section, titled "1. TO BE COMPLETED BY COUNSELOR (REQUIRED)", contains fields for the College Board High School Code/Agency Code (a 12-digit code), the Counselor's Name (printed), and the Counselor's Signature (required). Below this, there are several ovals for the counselor to indicate eligibility criteria, such as "The student is enrolled in or eligible for the National School Lunch Program (NSLP)", "The student is enrolled in a federal, state, or local program that aids students from low-income families", etc. The second section, titled "2. TO BE COMPLETED BY ELIGIBLE STUDENT (REQUIRED)", contains fields for the Student's Name (printed) and the Student's Signature (required). Below this, there is a statement for the student to confirm their eligibility and understanding of the fee waiver.

- 2 Instruct the student to complete the student information section. Provide a copy of the *2018–19 SAT and SAT Subject Tests Fee Waiver Service Student Brochure* (also available in Spanish at sat.org/fee-waivers). Please stress how important it is to show up on test day.

Note: Before the end of the school year, please distribute fee waivers with the first section completed to eligible students planning to test for the first time in the August 2019 administration.

Supplies of Fee Waiver Cards

High schools and qualifying agencies get supplies of cards for first-time eligible students. The quantity sent is based on the number of fee waivers their students used for first-time testing in the August 2017–June 2018 administrations of the SAT and SAT Subject Tests.

We've included additional cards for use once registration for August opens in spring 2019.

Note: Fee waivers do not have an expiration date. Students may use any remaining fee waiver cards you have for the 2018–19 school year in subsequent years. Allocations of fee waiver cards will continue to be based on fee waivers used for first-time testing.

If you need to reorder, please call the Educator Help Line at 888-SAT-HELP (888-728-4357) from locations in the United States or +1 212-520-8600 internationally. The distribution of additional fee waivers will be based on your school's current fee waiver usage.

Registering Using a Fee Waiver

To register online, each 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 and the counselor name and eligibility criteria marked on the front of the fee waiver card. Eligible students registering online will only need to do this once with a card to access their full set of fee waiver benefits.

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 (with both counselor and student sections completed) in the envelope provided with the *SAT and SAT Subject Tests Student Registration Booklet*.

Note: Students who are required to register by mail must include a completed fee waiver card each time they register.

Important Registration Notes

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

- ♦ Fee waivers can't be used for waitlist status, and they don't cover fees for changing a registration. (Changing from SAT to SAT with Essay 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.**
- ♦ If the student misses the test date, they 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 registration deadline; see sat.org/dates for the date. See the *Student Registration Booklet* for paper registration. Late registration isn't available for international registrations; see sat.org/international for more information.
- ♦ The College Board can only accept an **original card** that's completely filled out as payment for the test date. Reproduced, faxed, altered, or incomplete cards will not be processed.

Free Additional Score Reports

Students who are eligible for fee waivers get free unlimited score report credits no matter how many times they register. They can use these credits at registration or after they get their scores. Unlimited 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 hasn't used a fee waiver to register, they'll need to enter a fee waiver code on the screen or the paper score report order form (available at sat.org/resources) to apply the unlimited score report credits. In these cases, you'll need to issue a fee waiver card. Students can learn more about this and how to track their use of additional score report credits at sat.org/fee-waivers.

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 2019-20 academic year can use free college application fee waivers.

These are the student eligibility conditions for use of college application fee waivers from the College Board:

- The student meets one or more of the eligibility criteria for using an SAT fee waiver.
- The student has taken at least one SAT or SAT Subject Test with a fee waiver, or has taken an SAT that was paid for by their state or school district.
- The student is applying for admission to college during the 2019-20 academic year.

You can see which students test using an SAT fee waiver on the SAT Roster Report at k12reports.collegeboard.org.

ADVISING STUDENTS USING THE ELECTRONIC FORMS

College application fee waiver forms will be distributed electronically to students, eliminating the need for additional counselor verification. Students will access their college application fee waivers via their College Board online accounts by going to sat.org and clicking **Sign In**.

Once students sign in, they'll see the message **"Apply to college for free"** with a link to where they can print their college application fee waivers, search for colleges that accept the waivers, and review submission instructions specific to each school.

As you advise students, you may find it helpful to search for colleges that accept college application fee waivers by visiting collegeboard.org/waiver-colleges.

Students in the class of 2019 who tested during the 2017-18 academic year will be able to access their college application fee waivers online beginning July 2018. Seniors testing for the first time during 2018-19 will get college application fee waivers at the same time they receive their SAT test score. Students will get an email notification and instructions for accessing their fee waivers online from their SAT accounts.

Note: Students from the class of 2020 and the class of 2021 who test with an SAT fee waiver will get college application fee waivers at the beginning of their senior year.

For more on how students will get college application fee waivers directly, go to sat.org/collegeappfeewaiver.

This form is NOT a fee waiver card for taking the SAT or SAT Subject Tests. Students shouldn't send the forms to the College Board. They must enclose the forms with their college applications. Students should only send the forms to institutions that are listed at sat.org/cafw.

Contact Us

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 (888-728-4357)

+1 212-520-8600 (International)

Email: SAT@info.collegeboard.org

Additional College Board Services

The Fee Waiver Service Student Brochure gives students information about the services the College Board provides to clear a path to college. Refer to the brochure to learn more about:

- Official SAT Practice with Khan Academy® at satpractice.org
- The college planning site BigFuture™ at bigfuture.org includes motivating videos and other content about the next steps in college planning for students
- Roadmap to Careers, which lets students explore careers and majors collegeboard.roadtripnation.com
- Student Search Service® to connect students to colleges and scholarship programs sat.org/studentsearch
- Help paying for college at profileonline.collegeboard.org