

# The SAT<sup>®</sup> and SAT Subject Tests<sup>™</sup>

# Fee Waiver Service

## COUNSELOR GUIDE

2017-18



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™. Counselors play an important role by encouraging students to take the tests and then apply to college. 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](http://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 put 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 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 (\$94 maximum value).
- Four additional score reports, which can be ordered at any time during the student's testing timeline (\$48 maximum value).
- The Question-and-Answer Service (QAS) or the Student Answer Service (SAS). Students must order the service when registering to get 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 College Application Fee Waivers. See the back of this guide for more information on how students can access them.
- Up to eight CSS/Financial Aid PROFILE® fee waivers to use to apply online for nonfederal financial aid. Visit [profileonline.collegeboard.org](http://profileonline.collegeboard.org) for more information.

## 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 your school participates in federal programs such as Community Eligibility, you can't rely on a student's participation in the NSLP—you must use other criteria or indicators to determine student fee waiver eligibility.**

### ADDITIONAL FEE WAIVER ELIGIBILITY INDICATORS

If the primary eligibility indicators can't be used to determine eligibility, use these additional indicators to determine student eligibility:

- 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) <sup>1</sup>	TOTAL ANNUAL INCOME (in preceding calendar year) <sup>2</sup>
1	\$22,311
2	\$30,044
3	\$37,777
4	\$45,510
5	\$53,243
6	\$60,976

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](http://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 (\$60,976) and add \$7,733 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. You can issue up to four fee waiver cards (two for the SAT and two for SAT Subject Tests) to an eligible student—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. All of 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 the 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 2017-18 *The SAT and SAT Subject Tests Fee Waivers Student Brochure* (also available in Spanish at [sat.org/fee-waivers](http://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 in the August 2018 administration. Registration for the August 2018 administration will be available late spring 2018.

## Supplies of Fee Waiver Cards

High schools and qualifying agencies get supplies of cards based on the number of fee waivers their students used for testing in the October 2016–June 2017 administrations of the SAT and SAT Subject Tests.

We've included extra cards that students can use once registration for August opens in spring 2018.

**Note:** Starting in the 2017-18 school year, fee waivers will no longer have an expiration date. Students may use any remaining fee waiver cards you have for the 2017-18 school year in subsequent years. Allocations of fee waiver cards will continue to be based on fee waivers used for 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 may 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](http://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.

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 *SAT and SAT Subject Tests Student Registration Booklet*. A registration submitted without the required photo or information will be returned unprocessed (some rare photo exemptions apply). See the *Student Registration Booklet* for more information.

## 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.**
- ♦ **A fee waiver code can only be used for one registration.** 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; [sat.org/dates](http://sat.org/dates). See the Student Registration Booklet for paper registration. Late registration isn't available for international registrations; see [sat.org/international](http://sat.org/international) for more information.
- ♦ The fee waiver card can't be reproduced or changed in any way. 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.

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	WKY2AB					
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 type="checkbox"/> The student is enrolled in or eligible for the National School Lunch Program (NSLP).											
<input type="checkbox"/> The student is enrolled in a federal, state, or local program that aids students from low-income families (for example, a TRIO program such as Upward Bound).											
<input type="checkbox"/> The student's annual family income falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service (provided at <a href="http://sat.org/fee-waivers">sat.org/fee-waivers</a> ).											
<input type="checkbox"/> The student's family receives public assistance.											
<input type="checkbox"/> The student lives in federally subsidized public housing or a foster home, or is homeless.											
<input type="checkbox"/> The student is a ward of the state or an orphan.											
2. TO BE COMPLETED BY ELIGIBLE STUDENT (REQUIRED)											
Student's Name (REQUIRED—please print)											
Student's Signature (REQUIRED)											
By signing and submitting this card, I confirm that I am eligible to use an SAT fee waiver, as outlined in the SAT and SAT Subject Tests Fee Waiver Service Student Brochure and at <a href="http://sat.org/fee-waivers">sat.org/fee-waivers</a> . I understand that if any portion of this card is not completed, my registration will be returned unprocessed.											

## Free Additional Score Reports

Students who are eligible for fee waivers get a total of four additional score report credits no matter how many times they register. They can use these credits at registration or after they get their scores. 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 hasn't used a fee waiver to register, they'll need to enter a fee waiver code on the screen or paper score report order form (available at [sat.org/resources](http://sat.org/resources)) to apply the additional 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](http://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 2018-19 academic year can use up to (but no more than) four 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 2018-19 academic year.

You can see which students test using an SAT fee waiver on the SAT Roster Report at [k12reports.collegeboard.org](http://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](http://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](http://collegeboard.org/waiver-colleges).

Students in the class of 2018 who tested during the 2016-17 academic year will be able to access their college application fee

waivers online beginning July 2017. Seniors testing for the first time during 2017-18 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 2019 and the class of 2020 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, and a sample form, go to [sat.org/collegeappfeewaiver](http://sat.org/collegeappfeewaiver).

**Note:** 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](http://sat.org/cafw).

### ADVISING STUDENTS WHO NEED PAPER FORMS

If you have eligible students who didn't get their forms electronically, you can call the SAT Educator Help Line to order a supply of paper forms. Please distribute the forms to any students who didn't get the forms they're entitled to.

## Contact Us

Visit [collegeboard.org/feewaiver](http://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](mailto: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](http://satpractice.org)
- The college planning site BigFuture™ at [bigfuture.org](http://bigfuture.org), includes motivating videos
- Inspiring students to take the next steps in college planning with YouCanGo!™ at [ycg.org](http://ycg.org)
- Roadmap to Careers, which lets students explore careers and majors [collegeboard.roadtripnation.com](http://collegeboard.roadtripnation.com)
- Student Search Service® to connect students to colleges and scholarship programs [sat.org/studentsearch](http://sat.org/studentsearch)
- Help paying for college at [profileonline.collegeboard.org](http://profileonline.collegeboard.org)