

2005-06 Guidelines and Procedures

for Distributing SAT[®] Program Fee Waivers

About the SAT Program Fee-Waiver Service

The fee-waiver service assists high-school students for whom payment of fees for the SAT Reasoning Test™ and the SAT Subject Tests™ may be a barrier to applying for college. You can help us meet this goal by awarding fee waivers to such students. The guidelines on the following pages, combined with your knowledge of the circumstances of individual students, will help you determine which students are eligible.

See page 3 for test registration steps to follow with fee-waiver students. Additional registration information for the SAT[®] Program is provided in the 2005-06 *SAT Registration Booklet*.

As a membership organization, the College Board works with its constituents to ensure that fee waivers are allocated as equitably as possible. You have been sent fee-waiver cards based on the number of cards your students used for test

registration during the 2004-05 academic year. If used judiciously, the fee waivers in your shipment should last throughout the 2005-06 school year.

Have questions? See the back of this brochure for the College Board regional office that serves your state. Be sure to have your College Board code number available when you call. For after-school programs, this is the agency code that was assigned to you by the SAT Program Fee-Waiver Service.

We are pleased to be able to continue this cooperative effort and look forward to working with you.

Thank you for helping us pursue our mission to connect students to college success and opportunity.



Student Eligibility Guidelines

Financial Eligibility for the SAT Program Fee-Waiver Service

If you know the annual income of a student's family, you can use the guidelines at the right to determine eligibility. Otherwise, use the criteria outlined below:

- The student is a member of a family receiving public assistance, a resident of a federally subsidized public housing project, or a resident in a foster home.
- The student is an enrollee in a program for the economically disadvantaged, such as Upward Bound, TRIO, or other local or state program intended to aid students who are economically disadvantaged.

HOUSEHOLD SIZE ¹	ANNUAL INCOME ²
1	\$17,705
2	\$23,736
3	\$29,767
4	\$35,798
5	\$41,829
6	\$47,860

1. The household size should be the number of dependents plus the filer on the family's current tax statement. Students who are in foster care are 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 National School Lunch Program.

More than six members in the household?

To determine income levels for families with more than six dependents, take the annual allowance for six dependents (\$47,860) and add \$5,883 for each additional dependent.

Additional SAT Program Fee-Waiver Service Guidelines

General Information

- Give fee waivers to eligible high school students who are applying to colleges that require SAT Reasoning Test or SAT Subject Test scores.
- Eligible students can receive a total of four fee waivers their junior or senior year—two for the SAT Reasoning Test and two for SAT Subject Tests. Students may choose to use the waivers in either year. Unless otherwise stipulated in writing by SAT operations staff, students in seventh, eighth, ninth, and tenth grades are not eligible for fee waivers.
- Suggest to your juniors from low-income families who wish to take a College Board test primarily for guidance purposes that they take the PSAT/NMSQT[®]. This test is administered in October at most secondary schools. Fee waivers for this test are available on a limited basis.
- Students who have used fee waivers and plan to enter college by fall 2006 can receive up to a total of four *Request for Waiver of College Application Fee* forms. (See page 4 for details.)

International Students and SAT Fee Waivers

- Fee waivers may be granted to nationals of countries other than the United States who also meet the eligible requirements, and reside and test in the United States, Puerto Rico, or U.S. territories.
- In the international community, fee waivers may *only* be granted to eligible U.S. citizens residing outside the United States. The fee waiver not only covers the test fee, it also includes any international fees and surcharges that may apply.

Distributing SAT Fee Waivers to Homeschooled Students

Homeschooled students are also eligible for SAT fee waivers if they meet the criteria previously stated. They must provide proof of their eligibility for fee waivers to a local high school counselor. Please explain eligibility requirements, and ask for proof from the student (tax records, public assistance records, or record of enrollment in an aid program). If the student is eligible, issue a fee-waiver card, and if possible, review the card with him or her.

Registration and the SAT Program Fee-Waiver Service

There are two ways to register. A student may choose to register either by mail or online. See step-by-step instructions below.

Mail Registration

Ask students who wish to register by mail to complete and return the SAT Registration Form to you. Follow these detailed steps:

Step 1

Fill out the School or Agency Information area and sign the fee-waiver card.

Step 2

Please write your six-digit high school or agency code, also known as the CEEB number, in the corresponding space. For homeschooled students, the CEEB number is 970000. Please be sure to write that number on the cards of homeschooled students only.

Step 3

Have the student complete the Student Information area on the fee-waiver card.

Step 4

Please review the fee-waiver card to make sure all necessary information is completed. Incomplete cards can cause delays in processing the student's registration.

Step 5

Remind students to mail the registration form and fee-waiver card in the envelope with the proper test-date label as soon as possible. (The envelope must be postmarked by the regular registration deadline; dates are located on back cover of the *SAT Registration Booklet*. International registration forms must be received by the registration deadline.)

NOTE: Fee-waiver cards missing the online registration card (bottom portion of the form) will not be accepted for mail registration. Please do not tear off the card for students who wish to register by mail.

Online Registration

To assist students who wish to register online, follow the steps outlined below. The fee-waiver registration identification number is valid for only one registration and can be used only once.

Step 1

Validate the online portion of the card by writing your six-digit CEEB code on the bottom portion of the card. (Incorrect or incomplete numbers will delay the registration process.)

Step 2

Detach and give the bottom portion of the appropriate fee-waiver card to the student. (You may discard the top portion for Web registrants; please do not give online registrants the entire card.)

Step 3

Instruct the student to register online at <http://www.collegeboard.com> by clicking on "SAT Registration." New users can create a Web account on the College Board's Web site, while existing users can just sign in using their username and password in order to access the registration form.



On the online registration form, the student will be asked if he or she is using a fee waiver. The student must enter a 12-digit code, consisting of your institution's CEEB code plus the identification number on the bottom portion of the fee-waiver card.

NOTE: If a student who had planned to register on the Web decides to use the paper form instead, exchange the online portion of the card for an intact card. Discard any returned online portions of cards received from students.

The Official SAT Online Course™

For Students Registering Online for the SAT Reasoning Test™

If your students register online for the SAT Reasoning Test with a fee-waiver card, they will be automatically entitled to a \$40 discount on *The Official SAT Online Course*™. To make *The Official SAT Online Course* accessible to all students, the College Board offers the service to fee-waiver users at the reduced price of \$29.95, a 55 percent discount off the regular price. This interactive online course is available 24 hours a day from any computer with Internet access.

Features include:

- Three full-length practice tests,
- Hundreds of practice questions,
- Engaging interactive instruction,
- Immediate auto scoring of essays, and
- Personalized feedback.

Request for Waiver of College Application Fee Forms

- Students who use fee waivers for the SAT Reasoning Test or SAT Subject Tests and plan to enter college in fall 2006 can receive up to four *Request for Waiver of College Application Fee* forms. Please give these forms only to students who have been granted test-fee waivers. Do not exceed the maximum allotment per student.
- *Request for Waiver of College Application Fee* forms must be sent only to institutions included in the 2005-06 *Directory of Colleges Cooperating with the SAT Program Fee-Waiver Service* booklet. A copy is provided in this mailing for use in counseling students.
- Listed institutions are not obligated to waive their application fees.

NOTE: Institutions not listed may be willing to assist low-income families students. In such cases, a letter from a counselor, on institution letterhead, explaining the student's circumstances can be sent with the college application.

What You Should Know about the SAT Fee-Waiver Service Brochure

We have included an informational brochure that we encourage you to distribute to fee-waiver students.

This brochure is intended to give students a better understanding of the SAT Program Fee-Waiver Service.

- Please distribute this brochure only to those students to whom you have given fee-waiver cards.
- As with our other fee-waiver materials, please contact your regional College Board office if you need additional copies of this publication.

Some Important Reminders

To ensure fair and timely processing of fee waivers, please be sure your students know the following:

- Fee waivers cover the cost of regular registration, the international processing fee, and the surcharge for India or Pakistan (if applicable) for U.S. citizens testing abroad. All other fees are the responsibility of the student.
- Students using a fee waiver can order the Question-and-Answer Service (QAS) or the Student Answer Service (SAS) for free when they register for the SAT Reasoning Test. Please tell your fee-waiver recipients that they can use these services to see how they did on test questions (QAS) or verify their SAT scores (SAS). They will need to fill in the appropriate oval on their registration form or on the online application. For more information, see the *SAT Registration Booklet* or online instructions.
- Fee waivers may not be used for late or standby registration*.
- The fee-waiver card may not be reproduced or changed in any manner. We can only accept an original card for the test date and type chosen on the registration form; reproduced, faxed, or altered cards will *not* be honored.
- Please make sure that your students enclose both the registration form and fee-waiver card in the envelope provided. Registration forms sent with letters instead of fee-waiver cards cannot be processed.
- Fee waivers can only be used for one registration. If the student missed the test date, another registration form must be submitted with another fee-waiver card.
- Test fees are not refundable, even if a student who has paid test fees would have been eligible to use a fee waiver.



- Contact the College Board, not Educational Testing Service, about fee waivers.
- If requested, please return unused fee waivers to your College Board regional office early in the testing year so that they can be redistributed to students who need them.

***LATE REGISTRATION WITH A FEE-WAIVER CARD ALLOWED FOR OCTOBER ADMINISTRATION ONLY!**

Students wishing to use a fee waiver for the October administration will have until the late deadline (September 14) to register. The October administration of the tests will be the only test date when fee waivers can be used after the regular registration deadline, and late fees will not be charged to fee-waiver recipients.

The College Board: Connecting Students to College Success

The College Board is a not-for-profit membership association whose mission is to connect students to college success and opportunity. Founded in 1900, the association is composed of more than 4,700 schools, colleges, universities, and other educational organizations. Each year, the College Board serves over three and a half million students and their parents, 23,000 high schools, and 3,500 colleges through major programs and services in college admissions, guidance, assessment, financial aid, enrollment, and teaching and learning. Among its best-known programs are the SAT[®], the PSAT/NMSQT[®], and the Advanced Placement Program[®] (AP[®]). The College Board is committed to the principles of excellence and equity, and that commitment is embodied in all of its programs, services, activities, and concerns.

For further information, visit www.collegeboard.com.

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Regional Information

National Office

45 Columbus Avenue
New York, NY 10023-6992
212 713-8000
212 713-8255 (Fax)

Middle States Regional Office

Two Bala Plaza, Suite 900
Bala Cynwyd, PA 19004-1501
866 392-3019
610 227-2580 (Fax)

Midwestern Regional Office

6111 N. River Road, Suite 550
Rosemont, IL 60018-5158
866 392-4086
847-653-4528 (Fax)

New England Regional Office

470 Totten Pond Road
Waltham, MA 02451-1982
866 392-4089
781 663-2743 (Fax)

Southern Regional Office

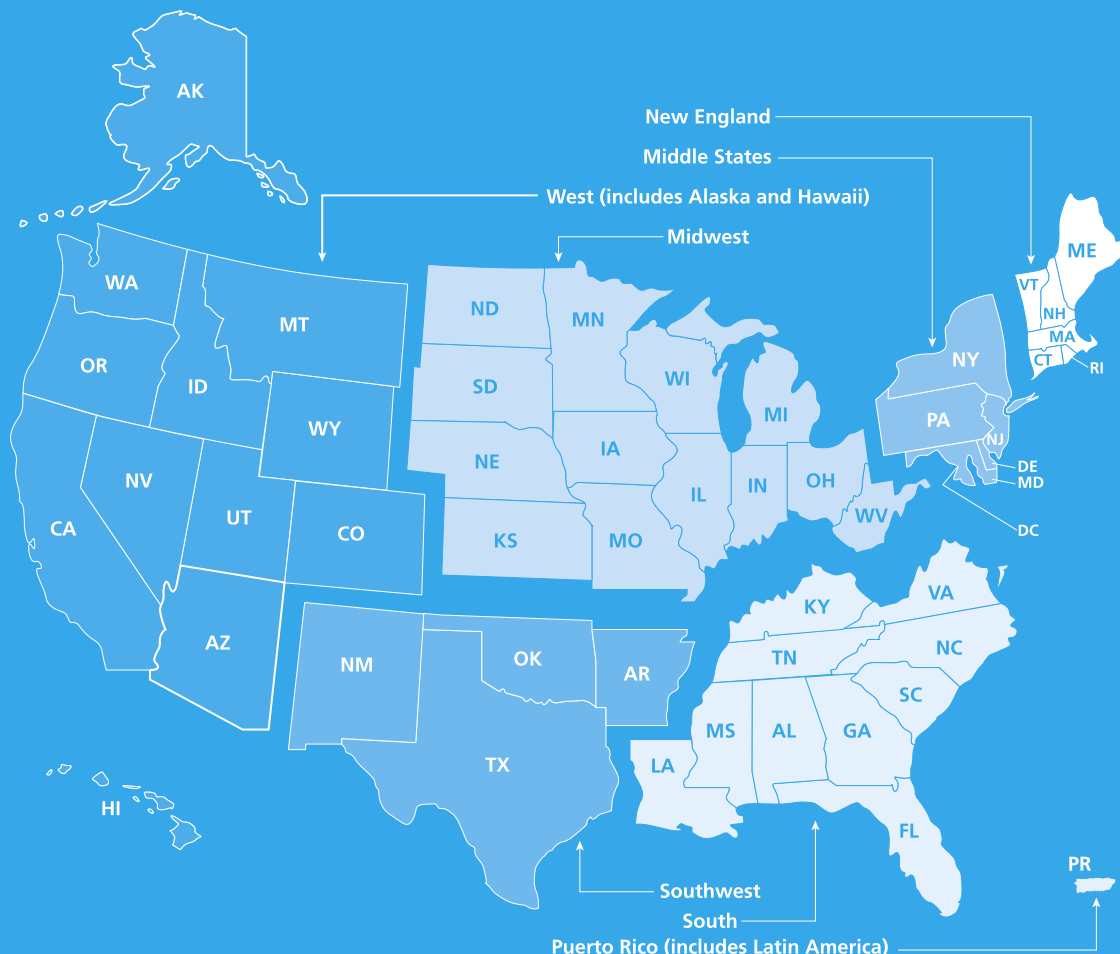
3700 Crestwood Parkway NW, Suite 700
Duluth, GA 30096-7155
866 392-4088
770 225-4062 (Fax)

Southwestern Regional Office

4330 South MoPac Expressway, Suite 200
Austin, TX 78735-6735
866 392-3017
512 721-1841 (Fax)

Western Regional Office

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San Jose, CA 95110-1051
866 392-4078
408 367-1459 (Fax)



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