



## Need-based College Application Fee Assistance Instructions and form

Many colleges and universities commonly charge fees of \$50 or \$100 to apply for admittance. USU STARS! GEAR UP wants to make sure that application fees do not pose a barrier for any student. If you and your school/district meet certain qualifications, you can request a College Application fee waiver. Please review these steps.

1. GEAR UP schools/districts must designate a portion of their budget to pay for college application fees.
2. If budgeted funds are available, schools may pay for up to three college application fees per student.
3. School/districts must determine a process for paying application fees on behalf of the student. Typically, the options are for the district to pay the fee using a district credit card, or the family paying/another person paying the fee and be reimbursed.
4. **Before requesting GEAR UP funds**, students must first ask the college/university they are applying to for an application fee waiver. This information is not always readily available on the college's website, so work with your school counselor to apply for a waiver. Students who have had waivers for the SAT/ACT may automatically qualify for the waiver. See information examples below.
  - a. [ACT waiver for college application fee waivers](#)
  - b. [SAT waiver for college application fee waivers](#)
  - c. [Common App and colleges fee waiver](#)
5. If a student is denied an application fee waiver from the college/university, the student may complete the **College Application Fee Assistance Form** below and submit to request payment for a portion of the fee.
6. This reimbursement is intended to provide need-based financial assistance to eligible students. If families have the financial resources to pay the application fees, GEAR UP will not provide assistance.
7. The student is asked to pay the first \$15 of the application fee for each college application. However, if a student cannot pay this share, the GEAR UP Coordinator may use professional discretion to approve full payment of the fee.
8. Other costs, such as deposits for housing or admission are *not an allowable GEAR UP expense*.
9. **IMPORTANT – Do not miss this step!** When the student applies online and the application fee is paid, they must print the receipt showing payment was received by the college/university. You usually cannot go back and get a receipt later. Schools must submit a receipt and the **College Application Fee Assistance Form** along with their monthly GEAR UP invoice for reimbursement.

NOTE: Schools/districts must submit the **College Application Fee Assistance Form** and the student's application payment receipt with their monthly GEAR UP invoice. Failure to submit both of these documents may result in the district/school not being reimbursed for the expenditure.



### College Application Fee Assistance Form

For USU STARS! GEAR UP students for whom payment of college/university application fee would be a financial hardship.

- Counselors: By signing this form, you are certifying a student's need for a fee waiver.
- If your student has already submitted an online application, please make sure that they have a printed receipt filled out along with this form.
- If your student is submitting a paper application, make sure that they receive a printed receipt verifying payment of application fee.
- The application fee must be waived and received prior to any application deadline.

Student's last name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Date of birth (month/day/year) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Street Address \_\_\_\_\_

High School Name \_\_\_\_\_ Graduation Date \_\_\_\_\_

High School Counselor's signature \_\_\_\_\_ Date \_\_\_\_\_

High School Counselor's name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please submit signed form, along with printed application receipt, with your school's monthly GEAR UP invoice to be reimbursed. Failure to submit both of these documents along with the form may result in the district/school not being reimbursed for the expenditure.