

■ PRODUCT: THE ACT TEST ■ PROGRAM: NATIONAL ■ TEST OPTION: WITH WRITING / NO WRITING ■ AUDIENCE: SCHOOL/AGENCY OFFICIALS ■ FOR FEE WAIVERS SUBMITTED ONLINE BY **AUGUST 31, 2023**

**ACT<sup>®</sup> Fee Waiver Program** ACT offers a test fee waiver program to eligible students that covers the regular registration fee and late fees, and provides additional benefits.

## About the Fee Waiver

### How can students use the fee waiver?

- A student may use the fee waiver to register for one ACT National test date for the year noted on this document, up to the deadline noted.
- Each fee waiver has a serial number printed in the top-right corner. Instructions for submitting the serial number online can be found on the fee waiver.

### Usage restrictions:

- Students may use a maximum of four separate fee waivers. Use of additional fee waivers will be denied, and the student will be billed.
- A fee waiver is considered *used* once the student registers, even if the student does not test on the requested date. If a student does not test on the registered test date, the student may apply the used fee waiver toward a future test date registration fee but will need to pay the associated change fee.
- Altered, copied, or obsolete forms and requests on letterhead will not be accepted.
- Students cannot use the fee waiver to receive a refund for a test fee that they already paid.
- Students cannot use a fee waiver to pay for additional fees, products, or services. Students must pay any fees not covered by the fee waiver with a credit card before submitting the registration.

### Benefits and more:

Additional information about the ACT Fee Waiver, including benefits for students, is available at: <https://www.act.org/content/act/en/products-and-services/the-act/registration/fees/fee-waivers.html>.

*Note: Please provide these fee waivers only to those who meet eligibility requirements. Fee waiver quantities are limited. Once funds are exhausted, fee waiver requests will become unavailable for ordering and MyACT will no longer accept the codes during registration.*

## Eligibility Requirements

To receive a fee waiver, a student must:

1. Be currently enrolled in the 11th or 12th grade.
2. Test in the United States, US territories, or Puerto Rico.
3. Meet one or more of the following indicators of economic need:
  - Enrolled in a federal free or reduced-price lunch program at school
  - Enrolled in a program for the economically disadvantaged (for example, a federally funded program such as GEAR UP or Upward Bound)
 

*Note: Program participants who are not economically disadvantaged are not eligible for a fee waiver.*
  - Resides in a foster home, is a ward of the state, or is homeless
  - Family receives low-income public assistance or lives in federally subsidized public housing.
  - Family's total annual income is at or below the USDA levels for free or reduced-price lunches listed on the USDA Food and Nutrition Service website: <https://www.fns.usda.gov/school-meals/income-eligibility-guidelines>.

**Eligibility Audits** To monitor compliance, ACT may request written evidence of student eligibility. Non-eligible students may be billed. Non-compliant schools/agencies may not be eligible for more waivers.

## Advising Eligible Students

As you identify eligible students and assist them with using the ACT Fee Waiver, encourage them to do the following:

- **Register early:** This allows for maximum prep time. Once registration is complete, your student will have time to benefit from the features in The Official ACT® Self-Paced Course, Powered by Kaplan® which includes live, online instruction from expert instructors and more than 20 hours of on-demand video.
- **Follow through and test:** A fee waiver is an investment from ACT intended to financially assist a student who wishes to test. Emphasize to students who register with a fee waiver the importance of taking the test. When students use a fee waiver to register but do not test, they miss a valuable opportunity, and the action may limit access to testing for other eligible students.
- **Reschedule if needed:** Except for standby students denied admission, please advise fee waiver students who do not test to reschedule for a later ACT test date.
- **Avoid wasting fee waivers:** Discourage students from using multiple fee waivers simply to register; they do not receive the full benefits of their fee waivers unless they actually test.
  - While not recommended, students who choose not to reschedule can register for another test date with another fee waiver code if the code has not already been used by another student.

- **Use the college application fee waiver or deferral:** A student can use the Request for Waiver or Deferral of College Admission Application Fee form unlimited times when applying to schools. Have students send the completed form along with their college application(s). *Note: Colleges and universities may consider the request but are not obligated to waive or defer their admission fees for any particular applicants.*

## Ordering and Distributing Fee Waivers

ACT Fee Waivers are available to high schools, active Upward Bound projects, and qualifying not-for-profit assistance organizations.

Officials who identify eligible students may contact ACT to proactively order fee waivers.

- To order or reorder fee waivers, please visit: <http://www.act.org/the-act/supportmaterials>.
- Fee waiver forms are normally delivered within ten working days of receiving the order and are emailed to the account on record.
- Please monitor your fee waiver quantities. Reorder only if needed prior to the registration period for each test date.

**If you have questions about placing an order, please contact ACT Customer Support at 319.337.1320.**