

FROM THE FIELD

Strategies for Using Electronic Fee Waiver Codes

Resources to help you support your fee waiver–eligible students

We piloted the electronic fee waiver process throughout fall 2019 and schools have shared the simplicity of accessing their fee waivers online. We want to share their successful practices with you.

To ensure access to benefits for all eligible students, SAT® fee waiver codes are now available in the Downloads Center of the College Board K–12 Reporting Portal. To access the codes, you must have access to the K–12 Reporting Portal. Use “detail” access to the portal to review the Roster Report and review student usage of fee waiver codes to register for the SAT.

Important Note: Students only need to use a fee waiver code **one time** to obtain access to all of their fee waiver benefits in their College Board account.

Accessing Electronic Fee Waiver Codes

1. Log in to the K–12 Reporting Portal
2. Click the Downloads tab
3. Download the Electronic Fee Waiver file

Suggestions:

- Copy each code into the Electronic Fee Waiver Master List. This will help with record keeping and reduce distribution of duplicate fee waivers.

And/or

- Copy each code onto a Student Fee Waiver Form. This will allow you to distribute one code to each fee waiver–eligible student.

Distribution Strategies

1. Review the Counselor Guide to Fee Waivers and meet individually with students eligible for a SAT fee waiver.
2. Show each student how to use fee waiver codes when they register for the SAT.
3. Remind students of the benefits they'll earn when they use a fee waiver.

Suggestions:

- Copy and paste a fee waiver code in emails to students. They can easily search their emails for the code, and you'll have an electronic copy as well. Students can also copy and paste the code during online SAT registration.

And/or

- Use the Student Fee Waiver Forms that you have prepopulated with the fee waiver codes. Email or hand the student the form with a code (or both!) that they can reference during online registration.

Record-Keeping Strategies

1. Keep track of the codes you've distributed to avoid duplication and to assist students who lose their codes.
2. Refer to the Roster Report in the K–12 Reporting Portal to confirm which students have used their fee waiver code.
3. If applicable, check in with your counseling colleagues to manage fee waiver codes and track distribution and usage that ensures students are connected to all available benefits.
4. The codes you download are for your entire school. If your school needs additional codes, please call the Educator Help Line at 1-800-SAT-HELP.

SUGGESTIONS:

- Save the Electronic Fee Waiver Master List to a shared drive that all counselors can access, review, and update.
- Review the Roster Report in the K–12 Reporting Portal to see which students have used a fee waiver for SAT registration.
- Create a folder in your email account to store all emails sent to students with their fee waiver codes.
- Retain a copy or the record-keeping portion of all Student Fee Waiver Forms shared with students, either electronically or in paper format, in a folder for easy retrieval and review.

REMINDERS:

1. What are the benefits of SAT fee waivers?

Free Tests and Feedback

- ◆ 2 free SATs, with or without the Essay
- ◆ 6 free SAT Subject Tests™
- ◆ 2 free Question-and-Answer Service (QAS) or Student Answer Service (SAS) reports

Free College Benefits

- ◆ Unlimited score reports to send to colleges
- ◆ Waived application fees at participating colleges
- ◆ Search for participating colleges
- ◆ Free CSS Profile™ applications to apply for financial aid from participating schools
- ◆ Find out if a college requires the CSS Profile
- ◆ Apply for financial aid with CSS Profile

Other Benefits

- ◆ Fee reductions for score verification reports
- ◆ No non-U.S. regional fees for free tests (if you're a U.S. student testing abroad)
- ◆ No late registration fees for free tests (if you're in the U.S. or U.S. territories)

2. Students who take the PSAT/NMSQT® or SAT School Day don't need fee waiver codes. These students are identified in TOS (Test Ordering System) during invoicing. NEW in 2020: As part of continued efforts to remove barriers to fee waiver usage, schools don't have to request fee waivers prior to testing. All students who are fee waiver eligible are identified after testing.

© 2020 College Board. College Board, SAT, and the acorn logo are registered trademarks of College Board. CSS Profile and SAT Subject Tests are trademarks owned by College Board. PSAT/NMSQT is a registered trademark of College Board and National Merit Scholarship Corporation. Visit College Board on the web: collegeboard.org.

