Fee Waiver Instructions:

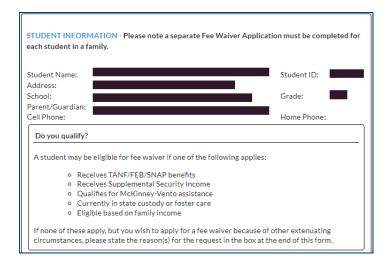
Step 1: Check the Apply for Fee Waiver box.

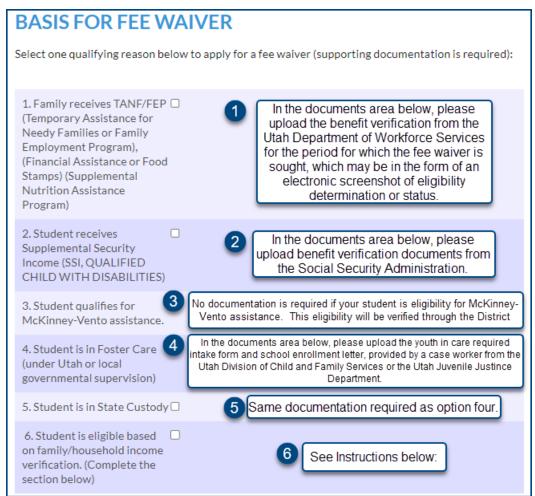


Step 2: Verify student information and review qualifications.

*A Fee Waiver application must be completed for <u>EACH</u> student in a family.

Step 3: Select the reason for qualifying to apply for a fee waiver, supporting documentation is **REQUIRED**.





If you have any questions regarding the Fee Waiver process, please contact your school's bookkeeper.

If you selected option six as a qualifying reason to apply for fee waiver, more information will appear below.

Please review the definitions of household income and follow the steps below to list all income on a monthly basis, before deductions.

A. Complete the Household Income

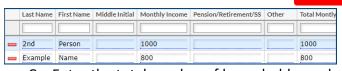


- a. Enter Last Name
- b. Enter First Name
- c. Enter Monthly Income
- d. Enter Pensions/Retirement/Social Security Income
- e. Enter any other income
- f. Total the Monthly Income for this earner

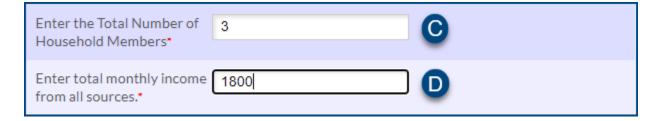
Hit **ENTER** on your keyboard to add additional lines.

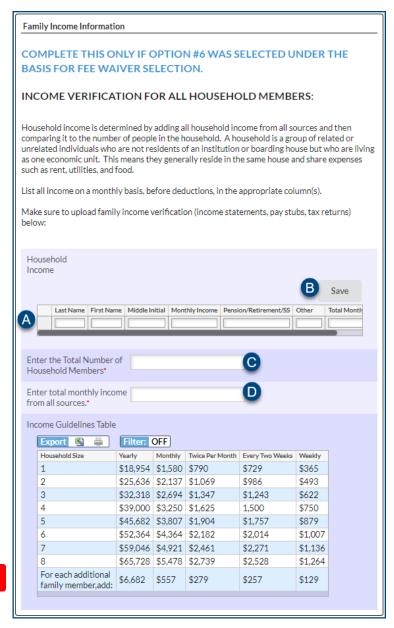
Repeat the process until you have added all members of your household.

B. Click the red SAVE button. If you do not click save, your changes will not be kept.



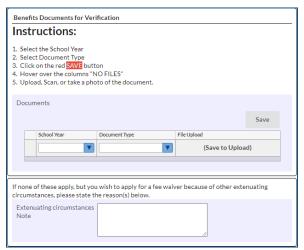
- C. Enter the total number of household members.
- D. Enter the total monthly income from all sources.





Step 4: Upload documents based on which reason you selected above.

A. Select the school year and document type from the dropdown

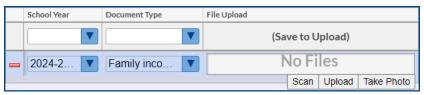


*If none of the qualifying reasons apply, but you would still like to apply for a fee waiver due to other extenuating circumstances, please state the reason in the open text field.

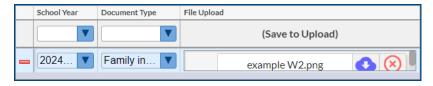
B. Click the red **SAVE** button



C. Hover over the column that says "NO FILES" and select your upload option



D. Upload, scan, or take a picture of the document



Step 5: The waiver application date will auto populate with today's date. Click Next Page on the re-enrollment application to continue.