

High Schools

How to Submit Fee Waivers



SUBMITTING A FEE WAIVER

Log in to your high school's account on the [High School Portal](#) and click the Submit a Fee Waiver tab.

Before students appear on your school's fee waiver report, they must be registered with a certification account and select fee waiver. Search for students by graduation year, NCAA ID, date of birth, name, city, state or country.

Note: If you are unable to find a student by searching by name or date of birth, please try by graduation year only. If the student you are searching for graduated before 2021, please call the high school support line at 877-622-2321, Monday-Friday 8:30 a.m. to 5 p.m. Eastern time for assistance.

Search Students from my High School for Fee Waiver

You may search registered students individually or by graduation year. Simply input your search criteria and click "Go Search". You must select one or more graduation years to perform this search.

This search function will display the names of all students who reported having attended your high school. Though they may not be currently enrolled at your school.

To select multiple Graduation Years, you need to hold down the control key (Ctrl) for each selected item after the first one.

Graduation Year:

2023
2024
2025
2026

NCAA ID:

Date of Birth:

First Name:

Last Name:

City:

State:

Country:

Sort By:

Go Search

Click the radio button next to the student's NCAA ID to select the appropriate student. Next, check the verification box and enter your contact information to attest to the student's eligibility for a fee waiver. Once complete, click Submit Fee Waiver for Student.

Fee Waiver request from UNIVERSAL SCHOOL

The fee waiver section must be completed by an authorized high school official. The student you are verifying must have previously completed an Eligibility Center web registration in order for this transaction to be valid.

If you don't see a student here then please double check if student has completed Eligibility Center web registration and has applied for Fee Waiver.

Please complete the following information: [Back](#)

NCAA ID	First Name	Last Name	Date of Birth	City
<input type="radio"/> 220842584	TEST	USER	01-Feb-04	Indianapolis

High School Official's Information

A student is eligible for a waiver of the Eligibility Center fee if they meet any of the following criteria. [Click here](#)

I verify that the student listed above has or will meet the criteria for the Eligibility Center fee waiver.

Fields marked with * are required fields.

First Name:*

Last Name:*

Title:*

Phone:*

By selecting "Submit Fee Waiver for Student" below, I attest that all of the above information is true and accurate. Please allow two to three business days for processing.

Submit Fee Waiver for Student

If you have more than one student to request a fee waiver for, click the Back to Search button and begin the process again. You will need to make a separate request for each student. *Questions about submitting fee waivers?* Call the Eligibility Center's high school support line at 877-622-2321, Monday-Friday 8:30 a.m. to 5 p.m. Eastern time.

Hi

Your Fee Waiver information has been submitted. Please allow two to three business days for processing. You can Print this screen for your records.

[Back to Search](#) [Back to Search Results](#)

You have submitted a Fee Waiver for the following student based upon fee waiver:

Name: TEST USER
DOB: 01-Feb-04

RUNNING A FEE WAIVER REPORT

Log in to your high school's account on the [High School Portal](#) and click the Student Reports tab. Then select the Fee Waiver Report tab.

High School Portal

Home Resources NCAA Courses Submit a Fee Waiver High School Info Tasks Student Reports My Documents Account Log Administration Logout

Welcome to the NCAA Eligibility Center High School Portal

Search Student Details

Fee Waiver Report

Next, select the time period you want to search all students or search by an individual student. Once complete, click Get Fee Waiver Report.

Fee Waiver Report Form

Time Period:
Last 12 months

First Name: Last Name:

NCAA ID: Date of Birth:
mm/dd/yyyy

Get Fee Waiver Report

The report displays statuses of fee waivers you already submitted.

Note: It takes 1 business day for fee waivers to be processed. Check periodically to see if the fee waiver has been processed.