How to Submit Fee Waivers

Running a Fee Waiver Report
You will first need to navigate to the High School Portal and log in using your high school’s six-digit code and five-digit PIN.

You will then navigate to the Student Reports tab and select "Fee Waiver Report."

Below is the Fee Waiver Report module. Simply select a timeframe if you want to search all students, or you can also search by an individual student if you like.

The fee waiver report will display the status of the fee waivers you have already submitted. It takes two to three business days to process fee waivers. Check back periodically to see if the fee waiver has been processed.
Submitting a Fee Waiver Report

It is best to make sure a student is registered before submitting a fee waiver. You can search for students by graduation year, NCAA ID, name, DOB, city, state or country. If you are unable to find a student by searching by name, or DOE, please try by graduation year, as it will pull all students associated with your high school for that graduation year.

You will then select the appropriate student by using the radio button to the left of the student’s NCAA ID. Then, check the verification box and the appropriate box for ACT or SAT. You will also need to fill in your name, title and phone number. Once the request is complete for this student, click the “Submit Fee Waiver for Student” button.
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.

If you have questions, please call the toll-free high school line at 877/622-2321.