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.*

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.

ELIGIBILITY CENTER

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

Search Student Details

Welcome to the NCAA Eligibility Center High School Portal   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.*

NCAA ELIGIBILITY CENTER