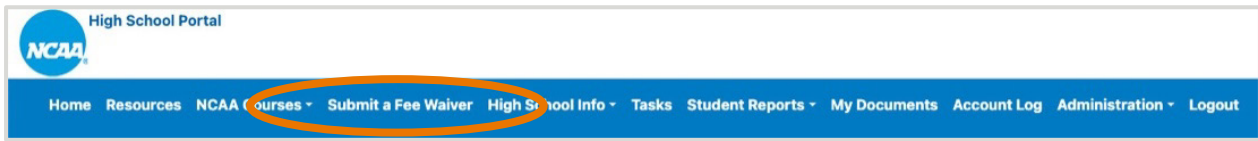




## HOW TO SUBMIT FEE WAIVERS



### Submitting a Fee Waiver

Log in to your 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.

**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:**

Click the radio button to the left of 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](#)

Student Information				
NCAA ID	First Name	Last Name	Date of Birth	City
<input type="checkbox"/> 220842584	TBET	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 certify that all of the above information is true and accurate. Please allow two to three business days for processing.

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 our customer service team 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 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

Fee Waiver Report

Welcome to the NCAA Eligibility Center High School Portal

Next, select the time period you want to search all students or search by an individual student.

**Fee Waiver Report Form**

**Time Period:**  
Last 12 months

**First Name:**

**Last Name:**

**NCAA ID:**

**Date of Birth:**

[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.

**Fee Waiver Report**

Show 20 entries

Export as Excel Export as PDF Back

Search:

NCAA ID	Last Name	First Name	Date Of Birth	Student received ACT Fee Waiver?	Student received SAT Fee Waiver?	Fee Waiver Request Date	Fee Waiver Status
2312183835	USER 1	TEST 1	03-Apr-03	Yes	Yes	20-Dec-23	Fee Waiver Approved
2312176224	USER 2	TEST 2	13-Sep-99	Yes	Yes	07-Dec-23	Fee Waiver Approved
2312173937	USER 3	TEST 3	11-Feb-06	Yes	Yes	04-Dec-23	Fee Waiver Approved
2312173788	USER 4	TEST 4	11-Nov-02	Yes	Yes	07-Dec-23	Fee Waiver Approved
2311172049	USER 5	TEST 5	04-May-06	Yes	Yes	04-Dec-23	Fee Waiver Approved