HOW TO SUBMIT FEE WAIVERS

Submitting a Fee Waiver

Visit the High School Portal and log in to your school’s account. Once logged in, navigate to the Submit a Fee Waiver tab.

A student must be registered with a certification account and select fee waiver before they will show up on your report. You can search for students by graduation year, NCAA ID, name, date of birth, city, state or country. If you are unable to find a student by searching by name or date of birth, please try by graduation year, as it will pull all students associated with your high school for that graduation year.
From the list shown, select the appropriate student by using the radio button to the left of the student's NCAA ID. Next, check the verification box to attest to the student's eligibility for a fee waiver. 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 our Customer Service team at 877-622-2321 Monday-Friday, 8:30 a.m. to 5:30 p.m. Eastern time.
Running a Fee Waiver Report

Visit the High School Portal and log in to your school’s account. Once logged in, navigate to the Student Reports tab and select Fee Waiver Report.

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

The fee waiver report will display the status of the fee waivers you have already submitted. It takes 1 business day for fee waivers to be processed. Check back periodically to see if the fee waiver has been processed.