



## Virginia College Application Week Higher Education Institution Fee Waiver Guide

College/University Admissions Contact Information:	Application Fee Amount	VCAW Fee Waiver Y/N	Fee Waiver process/Code	Deadlines	Application URL
<b>Bluefield College</b> Trent Argo Vice President of Enrollment Management <a href="mailto:targo@bluefield.edu">targo@bluefield.edu</a> 276.326.4217	Online \$0 Paper \$30	N/A	Submit online application. No fee/payment is required.	Rolling admissions.	<a href="http://www.bluefield.edu/applynow/">http://www.bluefield.edu/applynow/</a>
<b>Christopher Newport University</b> Robert J. Lange III Dean of Admission <a href="mailto:robert.lange@cnu.edu">robert.lange@cnu.edu</a> 757-594-8070	Online \$50 Paper \$50	N	Standard waiver policy applies. All applicants may submit their CNU application online through CommonApp.org with a fee waiver request. Documentation of financial hardship (College Board, ACT, NACAC and other waiver requests with household income restrictions or other hardship documentation signed by high school official) is required for application processing and admission decision communication. This waiver policy applies to all admission applicants at any time during the application cycle, including those applying during College Application Week.	Early Decision: November 1 Early Action: December 1 Regular Decision: February 1	<a href="http://www.commonapp.org">www.commonapp.org</a>
<b>Eastern Mennonite University</b> Jason Good Director of Admissions <a href="mailto:jason.good@emu.edu">jason.good@emu.edu</a> 540-432-4118	Online \$25 Paper \$25	Y	Students should fill out an online application at <a href="http://www.emu.edu/admissions/apply">www.emu.edu/admissions/apply</a> . When asked, the student should respond that they have a coupon code and use <b>VCAW2013</b> to have the \$25 fee waived.	Rolling admissions. Applications submitted prior to January 1 are highly encouraged.	<a href="http://www.emu.edu/admissions/apply">www.emu.edu/admissions/apply</a>
<b>Emory &amp; Henry College</b> Gretchen Tucker Director of Admissions <a href="mailto:gtucker@ehc.edu">gtucker@ehc.edu</a> 276-944-6133	Online \$0 Paper \$0	N/A	Submit online application. No fee/payment is required.	Early Decision: November 15 Priority for Regular Decision: March 1	<a href="https://www.ehc.edu/admission/user">https://www.ehc.edu/admission/user</a>
<b>Ferrum College</b> Gilda Woods AVP Enrollment/Dean of Admissions <a href="mailto:gwoods@ferrum.edu">gwoods@ferrum.edu</a> 540-365-4290	Online \$0 Paper \$25	N/A	Submit online application. No fee/payment is required.	Rolling admissions.	<a href="http://www.ferrum.edu/admissions/prospective_students/apply/freshman.html">http://www.ferrum.edu/admissions/prospective_students/apply/freshman.html</a>



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<b>George Mason University</b> Sarah Gallagher Dvorak Director of Undergraduate Admissions <a href="mailto:sdvorak@gmu.edu">sdvorak@gmu.edu</a> 703.993.2400	Online \$60 Paper \$100	Y	Mason will use the <b>VCAW2013</b> code on our applications. Students simply need to click that box.	Early Action: November 1 Regular Decision: January 15 **The Honors College and Scholarship consideration deadline was November 1. Students who apply during VCAW cannot be considered for either.	<a href="http://admissions.gmu.edu/ApplyNow/">admissions.gmu.edu/ApplyNow/</a>
<b>Hampden-Sydney College</b> Anita H. Garland Dean of Admissions <a href="mailto:agarland@hsc.edu">agarland@hsc.edu</a> 800-755-0733	Online \$0 Paper \$0	N/A	Submit paper or online applications. No fee/payment is required for either.	Early Decision: November 15 Early Action I: December 15 Early Action II: January 15 Regular Decision: March 1	<a href="http://www.hsc.edu/Admissions-and-Financial-Aid/Admission-and-Applications.html">http://www.hsc.edu/Admissions-and-Financial-Aid/Admission-and-Applications.html</a>
<b>Hollins University</b> Nikki Williams Director of Admission <a href="mailto:nwilliams@hollins.edu">nwilliams@hollins.edu</a> 540-362-6217	Online \$0 Paper \$0	N/A	Submit online application. No fee/payment is required. Students can apply through the Common Application or at <a href="http://www.goingplaceswithhollins.com">www.goingplaceswithhollins.com</a>	Early Decision: November 1 Early Action: December 1 Regular Decision: February 1	<a href="http://www.hollins.edu/admissions/firstyear/apply.shtml">http://www.hollins.edu/admissions/firstyear/apply.shtml</a>
<b>James Madison University</b> Michael Walsh Dean of Admissions <a href="mailto:walshmd@jmu.edu">walshmd@jmu.edu</a> 540-568-7883	Online \$60 Paper \$60	Y	See instructions with screen shots at the end of this document.	Early Action: November 1 Regular Decision: January 15	<a href="http://www.jmu.edu/admissions/apply/freshman.shtml">http://www.jmu.edu/admissions/apply/freshman.shtml</a>



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<b>Jefferson College of Health Sciences</b> Judith McKeon Director of Admissions <a href="mailto:jomckeon@jchs.edu">jomckeon@jchs.edu</a> (540) 985-9083	Online \$0 Paper \$35	N/A	Submit online application. No fee/payment is required.	Early Action: November 1 Regular Decision: January 15 Rolling admissions until programs fill.	<a href="http://www.jchs.edu/page.php/prmID/495">http://www.jchs.edu/page.php/prmID/495</a>
<b>Longwood University</b> Sallie McMullin Dean of Admissions <a href="mailto:mcmullinsd@longwood.edu">mcmullinsd@longwood.edu</a> 434.395.2598	Online \$50 Paper \$50	Y	So that students from these schools can participate in our Immediate Decision Program, which requires visiting campus before December 1, we are waiving the fees from now through December 1. We have already sent a letter and flyers to the schools with a code - specific to each school. However, they can also use <b>VCAW2013</b> .	Early Action, Nursing, Honors, Scholarship: December 1 Regular Decision: March 1	<a href="http://www.whylongwood.com/apply">www.whylongwood.com/apply</a>
<b>Mary Baldwin College</b> Roberta Palmer Director of Admissions <a href="mailto:rpalmer@mbc.edu">rpalmer@mbc.edu</a> 540.887.7279	Online \$0 Paper N/A	N/A	Submit online application. No fee/payment is required. Paper applications are not available.	Regular Decision: March 15	<a href="https://crm.orionondemand.com/crm/forms/G0kl24x68670x6700oG5">https://crm.orionondemand.com/crm/forms/G0kl24x68670x6700oG5</a>
<b>Marymount University</b> Alecia Denmark Interim Director <a href="mailto:adenmark@marymount.edu">adenmark@marymount.edu</a> 703.284.1500	Online \$40 Paper \$40	Y	<b>VCAW2014</b> is the code to use for all seniors applying for fall 2014.	Rolling admissions. We encourage students to apply before Thanksgiving.	<a href="https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=marymount">https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=marymount</a>
<b>Norfolk State University</b> Lakeisha Mayes Director of Recruitment & Undergraduate Admissions <a href="mailto:Lemayes@nsu.edu">Lemayes@nsu.edu</a> 757.823.9222	Online \$20 Paper \$45	Y	Access the online application and create login and password. Accurately complete the application. At the conclusion of the application, enter the fee waiver code <b>VCAW2013</b> when prompted for payment information.	Priority Deadline: May 15	<a href="https://secure.vzcollegeapp.com/nsu/">https://secure.vzcollegeapp.com/nsu/</a>



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<b>Old Dominion University</b> Angela Luettel Sr. Sr. Associate Director of Admissions <a href="mailto:arioux@odu.edu">arioux@odu.edu</a>	Online \$50 Paper \$0	N	Students can review the payment screen and select an existing fee waiver option that matches/applies to them.	Early Action: December 1 Regular Decision: February 1	<a href="http://odu.edu/apply">odu.edu/apply</a>
<b>Radford University</b> James Pennix Dean of Admissions and Enrollment Management <a href="mailto:jpennix@radford.edu">jpennix@radford.edu</a> 540-831-5371	Online \$50 Paper \$50	Y	<ul style="list-style-type: none"> <li>• Apply online at <a href="http://www.radford.edu/apply">www.radford.edu/apply</a></li> <li>• Select the App Fee Waiver at the payment option of the application.</li> <li>• Ask Guidance Counselor to send the signed copy of the RU Application Week - Fee Waiver (see bottom of this document) with the student's high school transcript and /or test scores.</li> <li>• We will honor the signed fee waiver for all of your applications throughout the month of November with priority given during the week of November 18-22nd.</li> <li>• If your students prefer, they can submit the paper application with your signed copy of the RU College Application Week - Fee Waiver (see bottom of this document).</li> <li>• Each application MUST have a signed copy of approved waiver in order for the file to be complete for an official review.</li> </ul>	Early Action: December 1 Regular Decision: February 1	<a href="http://www.radford.edu/apply">www.radford.edu/apply</a>
<b>Randolph College</b> Emily Sorensen Director of Admissions Operations <a href="mailto:esorensen@randolphcollege.edu">esorensen@randolphcollege.edu</a> 434-485-8026	Online \$0 Paper \$0	Y	Submit online or paper application. No fee/payment is required.	Early Action: December 1 Regular Decision: February 1	<a href="http://www.randolphcollege.edu/apply">www.randolphcollege.edu/apply</a>
<b>Roanoke College</b> Pat LeDonne Director of Admissions <a href="mailto:ledonne@roanoke.edu">ledonne@roanoke.edu</a> 540-375-2270	Online \$0 Paper \$30	N/A	Submit online application. No fee/payment is required.	Early Decision: November 5 Regular and Early Action admissions is rolling.	<a href="http://www.roanoke.edu/apply">www.roanoke.edu/apply</a>



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<b>Shenandoah University</b> Jean Swartz Director of Admissions - Media Recruitment <a href="mailto:jswartz@su.edu">jswartz@su.edu</a> 540.665.4581	Online \$30 Paper \$30	Y	Go to: <a href="http://www.su.edu/apply">www.su.edu/apply</a> Student should create a log-in and complete the application. In the payment screen choose "Fee Waiver". In the fee waiver screen choose "Other" and type in "VCAW2013". Click through and hit "SUBMIT"	Rolling admissions. Priority Deadline: December 1	<a href="http://www.su.edu/apply">www.su.edu/apply</a>
<b>Sweet Briar College</b> Grace Loughhead Director of Recruitment <a href="mailto:gloughhead@sbcc.edu">gloughhead@sbcc.edu</a> 434.381.6142	Online \$40 Paper \$40	Y	Use the Common Application and check the "I apply for a fee waiver option" and we will be sure to waive the fee.	Priority Deadline: February 1	<a href="http://www.sbcfindyourplace.com/">http://www.sbcfindyourplace.com/</a>
<b>University of Mary Washington</b> Melissa Yakabouski Director of Undergraduate Admissions <a href="mailto:myak@umw.edu">myak@umw.edu</a> 540-654-2000	Online \$50 Paper \$50	Y	On the Common Application's UMW specific questions, College Application Week participants should select "Yes, I have been pre-authorized for a UMW fee waiver" when asked "Do you intend to use one of these school-specific fee waivers?" Once the application is processed, the applicant may be asked to provide the fee waiver code in response to acknowledgement of any additional missing items to complete the application. Applicants should respond with the code "VCAW2103" to confirm their pre-authorized waiver.	Early Action: November 15 Regular Decision: February 1	<a href="http://admissions.umw.edu/undergraduate/undergraduate-application/">http://admissions.umw.edu/undergraduate/undergraduate-application/</a>
<b>University of Richmond</b> Nathan A. Crozier Director of Admission <a href="mailto:application@richmond.edu">application@richmond.edu</a> 804-289-8640	Online \$50 Paper \$50	Y	On the fee waiver section of the Common Application, select the "Richmond Waiver" option from the drop down menu and then send an email to <a href="mailto:application@richmond.edu">application@richmond.edu</a> with "College Application Week" in the subject line.	Fall Early Decision* (EDI): November 15 Winter Early Decision* (EDII): January 15 Regular Decision: January 15 Richmond Scholars Program (Merit-based Scholarships): December 1 *Binding	<a href="https://www.commonapp.org/Login">https://www.commonapp.org/Login</a>



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<b>University of Virginia</b> Valerie H. Gregory Associate Dean of Admission <a href="mailto:deangregory@virginia.edu">deangregory@virginia.edu</a> 434-982-3381	Online \$70 Paper \$70	Y	Once the common application is complete and an applicant gets to the payment page, they should check "College-Specific Fee Waiver". The counselor/coordinator will need to send a list of all the students who submitted an application to the University of Virginia during College Week at the end of the week for final verification. This list can be sent to Valerie Gregory at <a href="mailto:deangregory@virginia.edu">deangregory@virginia.edu</a> or faxed to 434-924-3587. Any questions about fee waivers can be directed to Valerie Gregory.	Early Action: November 1 Regular Decision: January 1	<a href="https://www.commonapp.org/Login">https://www.commonapp.org/Login</a>
<b>University of Virginia-Wise</b> Russell D. Necessary Vice Chancellor for Enrollment Management and Student Life <a href="mailto:rdn2f@uvawise.edu">rdn2f@uvawise.edu</a> 276.328.0102	Online \$25 Paper \$25	Y	For paper applications - simply include a note from the school. For online applications - once the application is completed, the applicant will be prompted to submit an application fee. On the payment screen, the applicant may request a fee waiver. On the fee waiver screen, at the bottom, the applicant should type, "VCAW2013" in the text box.	Early Action 1: December 1 Early Action 2: February 1  <a href="http://www.uvawise.edu/admissions/Deadline">http://www.uvawise.edu/admissions/Deadline</a>	<a href="https://www.applyweb.com/apply/uvawise/">https://www.applyweb.com/apply/uvawise/</a>
<b>Virginia Commonwealth University</b> Sybil C. Halloran Assistant Vice Provost <a href="mailto:schallor@vcu.edu">schallor@vcu.edu</a> 804-828-6125	Online \$50 Paper \$50	Y	When completing the Common Application, if applicants do not qualify for one of the fee waivers outlined by the Common App, they may select the VCU specific fee waiver option, indicating that they have been pre-authorized by Virginia Commonwealth University for an application fee waiver. We will verify their eligibility when we process their application.	For Freshman Scholarship consideration: December 1 Regular Decision: January 15 Transfer Deadline: May 1	<a href="http://www.ugrad.vcu.edu/apply/freshman/index.html">http://www.ugrad.vcu.edu/apply/freshman/index.html</a>
<b>Virginia Intermont College</b> Rick Carroll Dean of Admissions <a href="mailto:richardcarroll@vic.edu">richardcarroll@vic.edu</a> (276) 466-7851	Online \$0 Paper \$0	N/A	Submit online or paper application. No fee/payment is required.	Rolling Admissions Early Decision: January 1 Early Action: February 15	<a href="http://vic.edu/apply/apply-now/">http://vic.edu/apply/apply-now/</a>



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<b>Virginia State University</b> Irene F. Logan Director of Admissions <a href="mailto:ilogan@vsu.edu">ilogan@vsu.edu</a> 804-524-5688	Online \$25 Paper \$25	Y	Complete application online. Send a list of the students who apply to VSU. VSU will match the list with the submitted applications for College Application Week only. Applications that are not submitted will not be granted a waiver.	Suggested deadline: March 1 We encourage students to complete the application as early as possible.	<a href="https://app.applyyourself.com/AYApplicantLogin/ApplicantConnectLogin.asp?id=vsu">https://app.applyyourself.com/AYApplicantLogin/ApplicantConnectLogin.asp?id=vsu</a>
<b>Virginia Tech</b> Mildred R. Johnson Associate Vice Provost for Enrollment Management & Dir. of Undergraduate Admissions <a href="mailto:mildredj@vt.edu">mildredj@vt.edu</a> 540-231-6267	Online \$60 Paper \$60	Y	Fee waiver instructions were sent to the coordinators at the VCAW high schools.	Early Decision: November 1 Regular Decision: January 15th	<a href="http://www.admiss.vt.edu/apply/apply-online/">http://www.admiss.vt.edu/apply/apply-online/</a>
<b>Virginia Union University</b> Renita Johnson Enrollment Data & Information Manager <a href="mailto:rajohnson@vuu.edu">rajohnson@vuu.edu</a> (804) 342-3571	Online \$0 Paper \$25	Y	Submit online application. No fee/payment is required. Please use <b>VCAW</b> as the source code on your online application.	Fall Applications: June 30 Spring Applications: November 30	<a href="http://my.vuu.edu/ICS/Admissions/Undergraduate_Admissions.inz?portlet=Apply_Online_2_0">http://my.vuu.edu/ICS/Admissions/Undergraduate_Admissions.inz?portlet=Apply_Online_2_0</a>
<b>Virginia Military Institute</b> Vernon L. Beitzel Director of Admissions <a href="mailto:admissions@vmi.edu">admissions@vmi.edu</a>	Online \$40 Paper \$40	Y	Students should send an email to "admissions@vmi.edu" and indicate they are applying to VMI and requesting that the application fee be waived because of the College Application Week agreement.	Early Decision: November 15 Regular Decision: February 1	<a href="http://admissions.vmi.edu/apply/">http://admissions.vmi.edu/apply/</a>



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<b>Washington and Lee University</b> Kelsey Bowles Admissions Counselor <a href="mailto:kbowles@wlu.edu">kbowles@wlu.edu</a> 540-458-8710	Online \$60 Paper \$60	Y	In order to apply using the W&L fee waiver, students should create their Common Application account, then add Washington and Lee to their list of schools using the "College Search" tab; on the Washington and Lee section of the Common Application, students should answer the fee waiver question "Yes," indicating that they wish to take advantage of the fee waiver. Students should consider applying for the Johnson Scholarship program <a href="http://go.wlu.edu/johnson">http://go.wlu.edu/johnson</a> Information about this is on the W&L Writing Supplement, within the Common Application.	Early Decision 1: November 1 Johnson Scholarship: December 1 Early Decision 2: January 1 Regular Decision: January 1	<a href="http://www.commonapp.org">www.commonapp.org</a>
<b>College of William &amp; Mary</b> Henry Broaddus Dean of Admission <a href="mailto:hrbroa@wm.edu">hrbroa@wm.edu</a>	Online \$70 Paper \$70	N	We are happy to provide need-based fee waivers at any point in the application cycle, including College Application Week. We do not waive fees, for students who do not have financial need. No CAW-specific waiver.	Early Decision: November 1 Regular Decision: January 1	<a href="https://www.commonapp.org">https://www.commonapp.org</a>





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### [James Madison University VA College Application Week Fee Waiver Instructions](#)

- 1. Toward the top, right-hand corner of page 1 on the application is a box labeled “For Office Use Only”; type VCAW2013 in it.**

The screenshot shows the JMU Undergraduate Application website. At the top, there is a navigation bar with links for About, Academics, Admissions, News, Connect, and Give. Below this is a purple header for 'JMU Undergraduate Application' with a breadcrumb trail: Home / Admissions / How to Apply / Application. A left sidebar contains a menu for 'Undergraduate Admissions' with sub-links: Just the Facts, How to Apply (with sub-links for Dates and Deadlines, Freshman, and FAQs), Secondary School Report Form, Honors Program, Scholarship Information, and Financial Aid. The main content area is titled 'Undergraduate Freshman Application' and is labeled 'Page 1'. It contains the text 'Application Fee must be paid electronically.' and a dropdown menu for 'Term you are applying for'. To the right of this dropdown is a text box labeled 'For Office Use Only' containing the text 'VCAW2013'. Below this is the 'Biographical Information' section, which includes a note about the applicant's full legal name.



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**2. After completing the application, click “Pay and Submit Application” on page 7.**

**Section C: Certification of Residency Information**

I certify that all of the information I provided in this application is true and accurate. I understand that this application is a legally binding document and that if I provided fraudulent information, I may be subject to repayment of tuition and/or dismissal. I agree to furnish the university with supporting documentation related to my application if I am requested to do so.

**Student**    Yes    No   Date    (mm/dd/yyyy)

**Parent**    Yes    No   Date    (mm/dd/yyyy)

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After completing the payment process, wait until you see a confirmation page before you exit the system. If you do not hear from us by e-mail after two weeks please contact us.

Save and go to page:

1	2	3	4
5	6	7	

Page 7


[Save This Page](#)   [Finish Session and Submit Later](#)

[Pay and Submit Application](#)



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3. Select “Request a Fee Waiver” as your payment method and click “submit”.



### Payment Processing

Choose A Payment Method

Next Steps: Please choose a payment option ("Credit/Debit Card or Electronic Check") and click the Continue button.

- Credit/Debit Card ( Visa, Mastercard, American Express or Discover )
- Pay Online with Electronic Check (U.S. banks ONLY)
- Request a Fee Waiver

[Continue](#)

**Please Note:** Forms that are paid by check will be held for 6 days while the check clears.

Please be sure that all the information on the form is correct. Once you have completed your payment, you will not be able to resubmit this form or change any of the data on it.

#### Invoice

Form: Application for Undergraduate Admission

Transaction ID: JMU\_82477318\_20130927054022

Subtotal	\$60.00
<b>ADJUSTED TOTAL:</b>	<b>\$0.00</b>

(US Dollars)



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- 4. Select “Extenuating Financial Circumstances” as your payment method and click “Submit”. DO NOT CLOSE YOUR BROWSER WINDOW UNTIL YOU’VE COMPLETED STEP 5!!! You will not need to fill out the Application Fee Waiver Request Form.**

Extenuating Financial Circumstances

Print the **Application Fee Waiver Request Form**. Your sponsor must complete this form and mail it to:

Attn: Online Application Fee Waiver Request  
James Madison University  
Office of Admissions  
MSC 0101  
Harrisonburg, VA 22807

Your fee waiver request will not be processed until the supporting documentation for your fee waiver request is received. James Madison University reserves the right to deny any fee waiver request where the supporting documentation is not received within two weeks from the time you submit your application with a fee waiver request.

If your fee waiver request is denied you will be contacted by e-mail and given additional directions to submit your application with payment.

I certify that the information furnished on this application is true and complete without evasion or misrepresentation. I understand if found to be otherwise, this is sufficient cause for my non-admission or dismissal.

I understand that the supporting documentation for this fee waiver request must be submitted in a timely manner or it will be cancelled.

Yes  No Date    (mm/dd/yyyy)



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5. When you see the screen below (“Just Testing” will be replaced with your name) you have successfully submitted your application to JMU and you close your browser.

The screenshot shows the JMU Undergraduate Application website. The header is purple with the text "JMU Undergraduate Application" and a breadcrumb trail: "Home / Admissions / How to Apply / Application". A left sidebar contains a menu with items like "Undergraduate Admissions", "Just the Facts", "How to Apply", "Dates and Deadlines", "Freshman", "FAQs", "Secondary School Report Form", "Honors Program", "Scholarship Information", "Financial Aid", "Study Abroad", "Veterans Educational Benefits", "Multicultural Recruitment", "Visit", and "Contact". The main content area displays "James Madison University - Freshman Activity for Just Testing (jmuapptester@gmail.com)". A green success box contains the text: "Success! Your form has been successfully submitted... Please read, print and bookmark this important page." Below this, the application title "James Madison University - Freshman Application for Undergraduate Admission for Early Action 2014" is shown with a "Submitted" status and a "View Form" button. At the bottom, the status is "Confirming payment option" with a "Details" link.

# Request for Admission Application Fee Waiver



SEND THIS FORM DIRECTLY TO THE POSTSECONDARY INSTITUTION/ORGANIZATION

TO: DEAN/DIRECTOR OF ADMISSION AT Radford University - Virginia College Application Week  
NAME OF COLLEGE OR UNIVERSITY

**STUDENT:** Print or type the information requested below. You must personally sign the Certification Statement.  
**CERTIFICATION STATEMENT:** I certify that I understand and meet all eligibility requirements to request an admission application fee waiver.

STUDENT'S NAME \_\_\_\_\_ STUDENT'S SIGNATURE \_\_\_\_\_

STUDENT'S ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**AUTHORIZED OFFICIAL:** Print or type the information requested below, and check the indicator(s) of economic need. You must personally sign the Certification Statement.

**CERTIFICATION STATEMENT:** I certify that the student named on this form is currently enrolled in the 11<sup>th</sup> or 12<sup>th</sup> grade at this school and meets the indicator(s) of economic need checked below.

AUTHORIZED OFFICIAL'S NAME \_\_\_\_\_ AUTHORIZED OFFICIAL'S SIGNATURE \_\_\_\_\_

AUTHORIZED OFFICIAL'S TITLE \_\_\_\_\_ AUTHORIZED OFFICIAL'S EMAIL \_\_\_\_\_

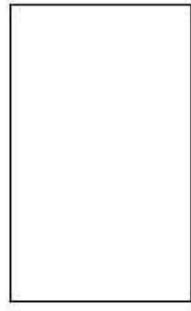
NAME OF SECONDARY EDUCATIONAL INSTITUTION OR ORGANIZATION \_\_\_\_\_ CEEB® OR PROGRAM # \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

**ECONOMIC NEED:** The student must meet at least one of the following indicators of economic need. If no item is checked, the request will be denied.

- Student has received or is eligible to receive an ACT or SAT testing fee waiver.
- Student is enrolled in or eligible to participate in the Federal Free or Reduced Price Lunch program (FRPL).
- Student's annual family income falls within the Income Eligibility Guidelines\* set by the USDA Food and Nutrition Service.
- Student is enrolled in a federal, state or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound).
- Student's family receives public assistance.
- Student lives in federally subsidized public housing, a foster home or is homeless.
- Student is a ward of the state or an orphan.
- Other request from high school principal, high school counselor, financial aid officer, or community leader.

Given my knowledge of this student's family circumstances and after reviewing the eligibility guidelines, I believe that providing the application fee would present a hardship. Explanation:  
Virginia College Application Week  
November 18-22 2013  
Supported by Governor's Office & SCHEV



SCHOOL SEAL/STAMP

\*To view USDA Income Eligibility Guidelines for the Free or Reduced Price Lunch Program or review FAQs related to this form visit <http://bit.ly/NACACfeewaiver>.

## Virginia College Application Week Higher Education Institution Fee Waiver Guide