

## UW SPH & SOPHAS FEE WAIVER ELIGIBILITY & INSTRUCTIONS

Beginning at the start of the cycle, a limited number of fee waivers are provided to qualified applicants on a first-come, first-served basis. **Each fee waiver covers only the initial application fee (\$150)**, so if you wish to apply to additional programs, you are responsible for the remaining balance(s) (\$60).

For the UW: Please visit the [application fee waiver](#) website for details.

### Note:

1. You can only apply for one type of fee waiver per cycle.
2. **You must request a fee waiver before you submit your application.** See last page for instructions on how to apply.
3. Requests received after an application has been submitted will not be honored.
4. You may request a fee waiver as soon as you create an application however **if you are approved for a fee waiver, you are required to submit your application within 14 days (including holidays and weekends).**
  - a. Extensions will not be granted; failure to submit your application on time will void your fee waiver and you will not be allowed to reapply for a waiver.
  - b. Outstanding transcripts, recommendations, and/or test scores do not have to be received within this timeframe.
5. **Contact customer service at 617-612-2090 before you submit a fee waiver request to determine if waivers are still available.**

### QUALIFICATION ELIGIBILITY

There are three types of fee waivers applicants can qualify for:

1. Financial-based
2. Service-based
3. International-based

### Service-based Fee Waiver

To qualify for a service-based fee waiver, you must have participated in one of the eligible service-based organizations:

- [AmeriCorps](#)
- [Active or Veteran Military Service Member](#)
- [Bonner Program](#)
- [Gates Millennium Scholar](#)
- [Leadership Alliance](#)
- [McNair Scholar](#)
- [Peace Corps Volunteer](#)
- [Vietnam Education Foundation](#)

Click on the organizations above to download the fee waiver form. Complete the form, and if necessary, also have a certifying officer or program administrator complete their section on the form.

### International-based Fee Waiver

To qualify for an international-based fee waiver, **you must be a citizen and currently reside in one of the countries on the United Nations Least Developed Countries List** below. Download the [International-based fee waiver form](#). You can also request a coupon for \$80 off your WES evaluation in the form. Note that the \$80 credit is only valid for your initial WES evaluation order. Once your order is placed, no refunds are possible.

### United Nations Least Developed Countries List

Use the following to determine if your country is included in the United Nations Least Developed Countries list.

- |                                    |                                    |                               |
|------------------------------------|------------------------------------|-------------------------------|
| • Afghanistan                      | • Guinea                           | • Rwanda                      |
| • Angola                           | • Guinea-Bissau                    | • São Tomé and Príncipe       |
| • Bangladesh                       | • Haiti                            | • Senegal                     |
| • Benin                            | • Kiribati                         | • Sierra Leone                |
| • Burkina Faso                     | • Lao People's Democratic Republic | • Solomon Islands             |
| • Burundi                          | • Lesotho                          | • Somalia                     |
| • Cambodia                         | • Liberia                          | • South Sudan                 |
| • Central African Republic         | • Madagascar                       | • Sudan                       |
| • Chad                             | • Malawi                           | • Timor-Leste                 |
| • Comoros                          | • Mali                             | • Togo                        |
| • Democratic Republic of the Congo | • Mauritania                       | • Tuvalu                      |
| • Djibouti                         | • Mozambique                       | • Uganda                      |
| • Eritrea                          | • Myanmar                          | • United Republic of Tanzania |
| • Ethiopia                         | • Nepal                            | • Yemen                       |
| • Gambia                           | • Niger                            | • Zambia                      |

### Financial-based Fee Waiver

To qualify for an income-based fee waiver, you must have **either**:

- ☐ Filed a 2023 Federal Income Tax Return Form 1040 with an adjusted gross income that falls below the Low Income Level listed [here](#)

**Or**

- ☐ Been listed as a dependent on a filed 2023 Federal Income Tax Return Form 1040 with an adjusted gross income that falls below the Low Income Level listed [here](#). If you were claimed as a dependent by a parent or guardian on their 2023 Federal Income Tax Return, SOPHAS requires you to use that individual's Federal Income Tax Return instead of your own.

### APPLYING FOR A FEE WAIVER

Determine when to apply for your waiver.	Keep in mind that fee waivers are limited and only valid for 14 days (including holidays and weekends) from the time you are approved. Be ready to submit your application if you are approved.
Start your application.	You must have an account to apply for a fee waiver. Fee assistance applications are not accepted by mail or email.
Complete and submit your fee assistance application.	<ol style="list-style-type: none"> <li>1. Click on your name in the upper right corner of the application, then select <b>Fee Assistance Program</b>.</li> <li>2. Select either financial- or service-based fee waiver from the drop-down. <ul style="list-style-type: none"> <li>o If selecting financial-based fee waiver, enter your household's adjusted gross income for 2023 and the current number of members in your household. Note that "size of family" includes the number of people claimed as dependents on the tax report. Then upload a copy of the filed 2023 Federal Income Tax Return Form 1040. This form was either filed by you or by someone who listed you as a dependent (such as a parent or guardian). You must upload the full tax return form; summary printouts are not accepted. Remember, if you were listed as a dependent, you must submit that individual's tax return form instead of your own.</li> <li>o If selecting service-based fee waiver, select the service program or international option from the drop-down. Then upload a copy of the completed document.</li> </ul> </li> </ol>
Await notification.	<p>Once you submit your fee waiver request, it can take up to 10 business days to process. The status of your request will be sent to both your email address and your application inbox.</p> <p>While your fee waiver request is pending, you are unable to submit your application. To submit your application and forfeit your waiver request, return to the <b>Fee Assistance Program</b> section and click <b>Cancel Request</b>. Once you submit your application, you are ineligible to apply for another fee waiver.</p>
Submit your application and pay any remaining balance.	<p>If you are approved, the waiver amount of \$150 will be automatically deducted from your total fees, and you are responsible for any remaining balance. Contact customer service immediately if you do not see the waiver amount deducted.</p> <p>Remember to submit your application within 14 days of your approval (including holidays and weekends). Outstanding transcripts, recommendations, and/or test scores do not have to be received within this timeframe. <b>Contact customer service at 617-612-2090 before you submit a fee waiver request to determine if waivers are still available.</b></p>