



**GRE**

**Graduate Record Examinations®**

# **2006-2007 GRE FEE WAIVER PROGRAM GUIDELINES FOR COORDINATORS**

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The 2006-2007 GRE fee waiver certificate may be issued for GRE test dates from July 1, 2006, through June 30, 2007. Fee waivers may be used for one General Test and/or one Subject Test. The GRE Fee Waiver Program is funded by income from GRE Test fees. The GRE Program incurs a cost for every test appointment scheduled or test registration received. Inform your students not to schedule an appointment or register for a test unless they are sure they will be able to attend the test session. The long-range viability of the fee waiver program depends upon effective stewardship of this program.

To obtain a waiver of GRE test fees, the applicant must register by mail and submit the following at the time of registration:

1. an original fee waiver certificate completed and signed by the coordinator, embossed with an official school seal or stamp;
2. the proper registration form(s);
3. a copy of his or her Institutional Student Information Record (ISIR), or Financial Aid Summary (FAS) for a dependent and self-supporting student, or a Student Aid Report (SAR) for an unenrolled college graduate.

An applicant who qualifies for a fee waiver and wishes to register for more than one test must submit all registration materials together to ETS in one envelope.

**Letter requests and facsimiles of certificates are not accepted. A registration form received without a signed/sealed original fee waiver certificate and a copy of the applicant's ISIR, FAS, or SAR will not be processed.**

The certificate is not retroactive. Applicants who find they are eligible for a certificate after they have registered for a test may use the certificate for a future test date during the 2006-2007 testing year. Test fees will **not** be refunded.

**Under no circumstances is an applicant to be issued another fee waiver.** An applicant who registers but fails to appear on the test date, who has lost or misplaced the certificate, or who wishes to repeat a test, should not be issued another fee waiver.

## **1. Coordinator Responsibilities**

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Only qualified seniors or returning unenrolled college graduates can be issued fee waivers. Once an applicant's eligibility has been established (see side 2), it is the coordinator's responsibility to issue a valid fee waiver certificate, along with a copy of the applicant's ISIR, FAS, or SAR showing the estimated family contribution (EFC).

The coordinator should complete the certificate, sign it, and note in the applicant's file that a fee waiver has been issued. By signing the certificate and affixing the seal or stamp, the coordinator attests to the applicant's eligibility for a fee waiver in accordance with the GRE Board requirements outlined on side 2.

The applicant should be directed to send in the original fee waiver certificate and the copy of the ISIR, FAS, or SAR with his or her registration materials. Any applicant who is planning to register for more than one test should be reminded to send all registration materials to ETS in one envelope.

Alternate Coordinators — If it is necessary to designate an alternate to sign the certificates, the coordinator should notify the GRE Program by e-mail at GRE\_Fee\_Waiver@ETS.ORG. Include the alternate's name, title, and e-mail address, and confirm that the individual is familiar with the fee waiver guidelines.

## **2. Applicant Eligibility**

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The GRE Board has established three requirements for eligibility, and **all three must be met**. An applicant must be

1. a U.S. citizen or resident alien;
2. a college senior receiving federal financial aid through an undergraduate college in the United States, a U.S. Territory, or Puerto Rico, or a returning unenrolled college graduate (who has applied for federal financial aid and has an SAR).
3. one whose financial need meets the guidelines stated on side 2.

## **3. Use of the Fee Waiver Certificate**

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The fee waiver certificate may be used to take one GRE General Test and/or one Subject Test. When using a fee waiver, the applicant is required to register by mail through ETS, using the appropriate registration form(s).

If the fee waiver is used for standby registration at a paper-based administration, applicants must present a check or money order for the \$35 standby registration fee, along with their fee waiver certificate, a copy of their ISIR, FAS, or SAR and their registration form.

The tests **must** be taken during the same testing year. Registration forms must be mailed to ETS in one envelope with the fee waiver certificate and a copy of the ISIR, FAS, or SAR.

## **4. Fee Waiver Accepted for Test Fees Only**

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The fee waiver is accepted in lieu of payment of GRE test fees only. The following fees are the responsibility of the applicant:

- rescheduling
- standby registration (paper-based tests only)
- additional score reports

## **5. Registration and Score Reporting**

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All GRE registration and score reporting policies apply

# GRE Fee Waiver Program

## 2006-2007 FINANCIAL ELIGIBILITY REVIEW

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Financial eligibility is determined by a review of the **Institutional Student Information Record (ISIR)** or **Student Aid Report (SAR)** used to develop the applicant's financial aid package. All federal student need analysis services use the Federal Methodology to calculate a dollar amount that can be contributed toward educational expenses. Use this **contribution figure** to determine fee waiver eligibility.

The Federal Methodology distinguishes **dependent students** from **self-supporting students**. First check the ISIR or SAR to determine dependency status.

To be eligible for a fee waiver, an applicant must be either an **enrolled college senior** or an **unenrolled college graduate\*** and must fall into one of the following categories:

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### Dependent Student

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Eligible for a GRE fee waiver if the supporting documentation shows a parental contribution of no more than \$1,200 for the senior year.

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### Self-Supporting Student

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Eligible for a GRE fee waiver if the supporting documentation shows a contribution of no more than \$1,600 for the senior year.

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### Self-Supporting Unenrolled College Graduate

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Eligible for a GRE fee waiver if the SAR shows a contribution of no more than \$1,600.

\* An applicant who is an unenrolled college graduate must complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility. Once the applicant receives the Student Aid Report (SAR), he or she should bring it to the financial aid office to see if he or she is eligible for a fee waiver.

