

# WA State GEAR UP College Application Fee Assistance Instructions



GEAR UP can offer limited support to GEAR UP students applying for college who may be unable to afford college application fees. Follow these instructions to pay for a portion of the fees:

1. First, the district must designate a portion of the GEAR UP budget to pay for college application fees.
2. With budget capacity, districts may pay for up to three college application fees per student.
3. Districts must determine a process for paying application fees on behalf of the student. Typically, the options are for the district to pay the fee using a district credit card, for the family to pay the fee and ask for reimbursement, or for another person to pay the fee and ask for reimbursement.
4. Students must ask the college they are applying to for an application fee waiver. This information is not always available on the college's website, so work with the school counselor to apply for a waiver.
  - a. [Fee Waivers for GEAR UP Students](#). NCCEP has partnered with the Common App and NACAC to provide GEAR UP families with fee waivers for college applications. Access the Educator [College Application Fee Waiver Resource Guide](#) and the Student [Fee Waiver Flyer](#). **NOTE: All GEAR UP students qualify for a fee waiver on the Common Application. There are no exceptions. Please let WSAC know if you have any issues with this or if an Admissions staff member tells you otherwise. See the links above.**
  - b. Students who had waivers for the SAT/ACT automatically qualify for the waiver. Information is available here:
    - Using SAT waiver for college application fee waivers:  
<https://satsuite.collegeboard.org/sat/registration/fee-waivers>
    - Using ACT waiver for college application fee waivers:  
<https://www.act.org/content/act/en/products-and-services/the-act/registration/fees/fee-waivers.html>
5. If the college denies an application fee waiver, the student may complete the GEAR UP College Application Fee Assistance Form and submit it to GEAR UP staff to request payment for a portion of the fee.
6. This is intended to provide financial assistance to eligible students in need only. If families have the financial resources to pay the application fees, GEAR UP may not assist.
7. The student is asked to pay the first \$15 of the application fee for each college application. However, if a student cannot pay this share, the GEAR UP Advisor may use professional discretion to approve full payment of the fee.
8. Other costs, such as deposits for housing or admission, are not allowable GEAR UP expenses.
9. **IMPORTANT—Do not miss this step!** Students must print the receipt when they apply online and pay the application fee. They usually cannot go back and get a receipt later. Districts must submit a receipt with the A19 to be reimbursed.

**NOTE:** Submit the FORM: College Application Fee Assistance Request with the A19 and the receipt for the application fee for reimbursement. Please submit both documents to ensure the district will be reimbursed for the expenditure.