

Student Name (print)

Texas State A-ID Number

Student Signature

Date

In an effort to assist students in the pursuit of their education goals, the Office of Undergraduate Admissions has established the following standards for application fee waivers. Application fee waivers are subject to the approval of the Office of Undergraduate Admissions and are granted based on evidence of financial need. An applicant must be a United States citizen, permanent resident, or a student identified under Senate Bill 1528.

Choose one of the fee waiver request options below, then complete and submit this form and any necessary documentation to our office via:

E-mail: processing@txstate.edu, subject line "Fee Waiver"

Fax: 512.245.9020

Mail: Texas State University, Office of Undergraduate Admissions,
429 N. Guadalupe St., San Marcos, TX 78666

OPTION 1:

- A **copy of page 1** of the 2014 Income Tax form. These forms must reflect your total family income at or below the federal economic index for free/reduced lunch eligibility requirements.

OPTION 2 (Select one method of documentation):

- I am unable to submit income tax information and will instead complete the Application Fee Waiver Request Special Circumstance Form.

Before submitting your Application Fee Waiver Request make sure you have:

- Completed the top portion of this page.
- Selected a waiver request option and your chosen method of documentation.
- Included copies of the appropriate documentation based on your selection and included the student's full name and Texas State A-ID number on all pages.
- Completed page 2 (if you chose the last waiver request option).
- Keep a copy of this form and documentation for your records.

With few exceptions, state law gives you the right to request, receive, review and correct information about yourself collected on this form.

Student Name (print)

Texas State A-ID Number

Student Signature

Date

If you are not able to fill out a FAFSA to verify your Pell Grant eligibility, please provide a brief explanation of your financial situation below. You may attach supplemental documentation, if necessary. Our office will review this information and make a judgment on your fee waiver request.

Examples of additional documentation may include one of the following:

- o Official documentation that you live in subsidized public housing, a foster home or are homeless
- o Official documentation that your family receives public assistance
- o A letter from a caseworker that identifies you as a ward of the state or orphan

Please send to *processing@txstate.edu* or fax to 512.245.9020.

With few exceptions, state law gives you the right to request, receive, review and correct information about yourself collected on this form.