CSDCAS Application Fees and Fee Waivers

Fees

CSDCAS charges $131 for the first program you apply to and $52 for each additional program.

Some programs may have an additional supplemental fee; contact your programs to learn if they require this and how to pay it.

Fee Assistance Program

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, so if you wish to apply to additional programs, you are responsible for the remaining balance. If you received a fee waiver during a previous cycle, you may still apply for another in the next cycle.

You may request a fee waiver as soon as you create an application, but keep in mind that fee waiver funds can be quickly depleted. Contact customer service at 617-612-2030 before you submit a fee waiver request to determine if waivers are still available.

Qualification Requirements

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

- Income-based
- Service-based

You can only apply for one type of fee waiver per cycle. Additionally, you must request a fee waiver before you submit your application. Requests received after an application has been submitted will not be honored.

If you are approved for a fee waiver, you are required to submit your application within 14 days (including holidays and weekends). 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.

Income-based Waivers

To qualify for a fee waiver, you must have either:

- Filed a 2018 Federal Income Tax Return Form 1040, 1040A, or 1040EZ with an adjusted gross income that falls below the Low Income Level listed below, or
- Been listed as a dependent on a filed 2018 Federal Income Tax Return Form 1040, 1040A, or 1040EZ with an adjusted gross income that falls below the Low Income Level listed below. If you were claimed as a dependent by
a parent or guardian on their 2018 Federal Income Tax Return, CSDCAS requires you to use that individual's Federal Income Tax Return instead of your own.

Low Income Levels for 2019-2020 Cycle Awards*

If applicable, use the following chart to help you determine if you come from an economically disadvantaged background.

<table>
<thead>
<tr>
<th>Size of Family**</th>
<th>Income Level***</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$24,980</td>
</tr>
<tr>
<td>2</td>
<td>$33,820</td>
</tr>
<tr>
<td>3</td>
<td>$42,600</td>
</tr>
<tr>
<td>4</td>
<td>$51,500</td>
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<tr>
<td>5</td>
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<tr>
<td>6</td>
<td>$69,180</td>
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<tr>
<td>7</td>
<td>$78,020</td>
</tr>
<tr>
<td>8</td>
<td>$86,860</td>
</tr>
</tbody>
</table>

For each additional person add: $8,840

* The low income level is based on 200 percent of the US Department of Health and Human Services poverty guidelines. It is used to determine what constitutes a low-income family for the purposes of the SDS and LDS programs for the 2019-2020 cycle.

** Size of family means the number of exemptions listed on the qualified income tax return forms. For example, a family size of 4 may include two parents and two dependents.

*** Income Level refers to the adjusted gross income stated on the 2018 filed federal income tax return 1040, 1040A, or 1040EZ.
Service-based Waivers

McNair Scholars are eligible to receive a service-based fee waiver. To qualify, download and complete the McNair Scholar’s Form and submit it your McNair Scholarship Program Administrator to sign. Then, scan and upload the signed document when you request your fee waiver.

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.

1. Click on your name in the upper right corner of the application, then select Fee Assistance Program.
2. Select the type of fee waiver you want to apply for.
   - If selecting financial-based fee waiver, enter your household's adjusted gross income for 2017 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 2018 Federal Income Tax Return Form 1040, 1040A, or 1040EZ. This form was either filed by you or by someone who listed you as a dependent (such as a parent or guardian). Remember, if you were listed as a dependent, you must submit that individual's tax return form instead of your own.
   - If selecting service-based fee waiver, upload official documentation showing proof of service, such as:
     - Confirmation of attendance
     - Form with a certifying signature
     - Certificate of completion, etc.

Complete and submit your fee assistance application.

Once you submit your fee waiver request, it can take up to ten business days to process. The status of your request will be sent to both your email address and your application inbox.

Await notification.

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 Fee Assistance Program section and click Cancel Request. Once you submit your application, you are ineligible to apply for another fee waiver.
Submit your application and pay any remaining balance.

If you are approved, the waiver amount of $131 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.

Remember to submit your application within 14 days of your approval (including holidays and weekends). Outstanding transcripts, evaluations, and/or test scores do not have to be received within this timeframe.