

# Office of Undergraduate Admissions

## Application Fee Waiver Request

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Student Name (print)

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Texas State A-ID Number

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Student Signature

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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](mailto:processing@txstate.edu), subject line "Fee Waiver"

**Fax:** 512.245.9020

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

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**OPTION 1 (Select one method of documentation):**

- Official documentation that you live in subsidized public housing, a foster home or are homeless; or
- Official documentation that your family receives public assistance – TANF (Temporary Assistance for Needy Families); or
- A copy of your financial aid transcript from the last college you attended (or are currently attending) indicating full Pell Grant eligibility; or
- Your FAFSA, or TAFSA, Student Aid Report (SAR) indicating a \$0 Estimated Family Contribution (EFC); or
- A letter from a caseworker that identifies you as a ward of the state or orphan.

**OPTION 2:**

- I am unable to submit one of the items listed above and will instead fill out Page 2 of this Application Fee Waiver Request form.

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**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).
- Kept a copy of this form and documentation for your records.

Student Name (print) \_\_\_\_\_

Texas State A-ID Number \_\_\_\_\_

Check one:

- My family was not required to file and will not file a federal income tax return because they did not earn income in 2013 (if applying for Spring or Summer 2016) or 2014 (if applying for Fall 2016). **Complete Parts 1 and 2 below and sign this page.**
- My family was not required to file and will not file a federal income tax return, but they did earn income in 2013 (if applying for Spring or Summer 2016) or 2014 (if applying for Fall 2016). **Attach all W-2/1099 forms, fill out Part 1 below, and sign this page.**
- My family was not required to file and will not file taxes, and W-2/1099 form(s) are not available. **Complete Parts 1 and 2 below and sign this page.**

PART 1: ALL HOUSEHOLD MEMBERS				
Names of <u>all</u> household members (First, Middle initial and Last)	Name of school for each child/or indicate "NA" if child is not in school	Check if a foster child (legal responsibility of welfare agency or court)	Check if NO income	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
<b>PART 2: TOTAL HOUSEHOLD GROSS INCOME. You must tell us how much and how often.</b>				
1. NAME (list only household members with income)	2. GROSS INCOME AND HOW OFTEN IT WAS RECEIVED			
	Earnings from Work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security, SSI, VA benefits	All other income
<i>(Example) Jane Smith</i>	<u>\$199.99/weekly</u>	<u>\$149.99/every other week</u>	<u>\$99.99/monthly</u>	<u>\$50.00/monthly</u>
	\$____/____	\$____/____	\$____/____	\$____/____
	\$____/____	\$____/____	\$____/____	\$____/____
	\$____/____	\$____/____	\$____/____	\$____/____
	\$____/____	\$____/____	\$____/____	\$____/____
I certify that the information I have provided is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action.				
Student's Signature: _____			Date: _____	