

## **FEE WAIVER PROCEDURES FOR SAT AND ACT**

- 1. Take waiver request form. It must be completed and signed by your parent(s)/legal guardian(s).**
- 2. Return completed and signed form along with copy of \*qualifying document to Bertha's office**
- 3. Ms. Bertha will provide fee waivers upon submission of form and qualifying document verification.**

**\* Acceptable qualifying documents are: foster care placement, approval letter for free or reduced-price lunch program, or tax return for 2010 (2011 after January).**

**Note: Fee waiver cannot be issued without submitting copy of qualifying document.**