

To support GEAR UP students applying for college who may not be able to financially afford the college application fees, GEAR UP can offer limited support.

For GEAR UP schools to pay for a portion of the fees, please follow these instructions:

1. First, you must designate a portion of the GEAR UP budget to pay for college application fees.
2. If you have the budget capacity, you 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, the family paying the fee and asking for reimbursement, or another person paying the fee and asking for reimbursement.
4. Students must ask the college they are applying to for an application fee waiver. This information is not always readily available on the college's website, so work with your school counselor to apply for a waiver. Students who had waivers for the SAT/ACT automatically qualify for the waiver. Information is available here:
 - a. Using SAT waiver for college application fee waivers: <https://collegereadiness.collegeboard.org/sat/register/fees/fee-waivers>
 - b. Using ACT waiver for college application fee waivers: <http://www.act.org/content/dam/act/unsecured/documents/RequestForWaiverForm.pdf>
5. If the student is denied an application fee waiver from the college, the student may complete the College Application Fee Assistance Form and submit 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 provide assistance.
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 Coordinator may use professional discretion to approve full payment of the fee.
8. Other costs, such as deposits for housing or admission are not an allowable GEAR UP expense.
9. **IMPORTANT – Do not miss this step!** When the student applies online and the application fee is paid, they must print the receipt. You usually cannot go back and get a receipt later. You must submit a receipt with your A19 to be reimbursed.

NOTE: *You must submit the FORM: College Application Fee Assistance Request with the A19 Invoice, along with the receipt for the application fee for reimbursement. Failure to submit both of these documents may result in the district not being reimbursed for the expenditure.*