



## Reporting Procedures for Academic Services Fee Waiver

1. Students, both admissible to college and wishing to earn college credit for the technology center course that is part of a cooperative agreement in the alliance, will be assessed an academic services fee of \$8 per credit hour.
2. If a **high school** student wishes to apply for a fee waiver, s/he must demonstrate financial need to the high school counselor using the same criteria that ACT accepts from high school counselors for fee waivers. The following are listed and explained on the Request for Fee Waiver for the ACT that high school counselors have: (1) family receives public assistance, (2) student is a ward of the state, (3) student resides in foster home, (4) student participates in free or reduced-price lunch program at school, (5) student participates in a federally funded TRIO Program such as Upward Bound, or (6) family income is at or below the Bureau of Labor Statistics Standard Budget.
3. The principal higher education partner will collect either copies of the ACT Request for Fee Waiver from each student or obtain a list of qualifying students.
4. The principal higher education partner will send to the State Regents office (attn: Dr. Debra Stuart) the list of students and the number of credit hours for which there was a fee waiver.
5. The State Regents and the Oklahoma Department of CareerTech will review the fee waiver reports, then the State Regents will reimburse the principal partner.