



# THE NAIA ELIGIBILITY CENTER

## NAIA Eligibility Center Fee Waiver Confirmation Instructions

Registration fee waivers are offered based on need and are available to students who currently qualify for a waiver of SAT or ACT testing fees or for a free or reduced-priced school lunch program.

Fee waivers for transfers from two- or four-year colleges are based on a student's qualification for a minimum of \$4,500 in Federal Pell Grants.

For a fee waiver request to be processed, an official letter confirming the student's qualification must be sent by their current school to the NAIA Eligibility Center. The student will be able to continue filling out the online registration form, but the NAIA Eligibility Center must receive this letter before they will be able to submit their information for review.

### For an incoming freshman student:

A confirmation letter must be sent by the student's high school guidance counselor and include the following to be accepted:

1. Student Name
2. Student NAIA Identification Number
3. High School Name
4. Confirmation of which fee waiver criteria has been met (at least one of the following):
  - o Student qualifies for ACT fee waiver
  - o Student qualifies for SAT fee waiver
  - o Student qualifies for Federal free/reduced-priced lunch program
5. Name, title and signature of individual drafting and sending the letter
6. Written on official high school letterhead

### For a two- or four-year college transfer student:

A confirmation letter must be sent by the student's school's Office of Financial Aid and include the following to be accepted:

1. Student Name
2. Student NAIA Identification Number
3. Name of College or University
4. Confirmation of student's qualification for Federal Pell Grant
5. Name, title and signature of individual drafting and sending the letter
6. Written on official college/university letterhead

All fee waiver confirmation letters must be mailed or faxed to the following:

**NAIA Eligibility Center**  
**Fee Waiver Confirmation**  
**P.O. Box 15340**  
**Kansas City, MO 64106**  
**Fax: 816-595-8301**