



Fee Waiver Request Form for New York City Public Schools

Fee Waiver Request Form Instructions

Current CUNY College students: if you're currently enrolled at a CUNY College and intend to transfer without a gap in your enrollment, answer the CUNY Enrollment question on the application to waive your application fee. **Note: please be sure to add the courses you are currently taking in order for your application fee to be waived.**

Current High School in New York State students: See your high school counselor to see if you are eligible for an application waiver. Your counselor will request an application fee waiver on your behalf to the CUNY Office of Admissions Services. **See more information below regarding counselors requesting fee waivers.**

Veterans and spouses of veterans: Answer the US Military Status question on the application and upload proof of service in the supporting documents section of the application to receive a waiver. Acceptable forms of proof are DD-214, current Military ID Card, Deployment Orders or Pre-separation Orders. Spouses of veterans can provide Form 1173/1173-1 as proof of military affiliation.

Economic Hardship for applicants not in high school or not enrolled at a CUNY College: The City University of New York (CUNY) can provide a limited number of undergraduate application fee waivers each academic year to applicants who are not currently attending high school.

Eligibility: The following applicants who reside in New York State may qualify for a fee waiver:

- Applicants in foster care, ward of the state or county
- Applicants residing in a homeless shelter
- Applicants receiving public assistance (NYCHA, Section 8, Government Subsidized housing, Supplemental Security Income)
- Applicants who are unemployed or dependents of unemployed parent(s) receiving unemployment benefits
- Applicants that meet the income guidelines for Opportunity Programs (SEEK) and College Discovery (CD) (see Financial Eligibility Guidelines below)*

Household Size (Including head of household)	Total Annual Household Income
1	\$26,973
2	\$36,482
3	\$45,991
4	\$55,500
5	\$65,009
6	\$74,518
7	\$84,027
8	\$93,536*

* Financial Eligibility Guidelines Academic Year 2024/2025

*For families/households with more than 8 persons, add \$9,509 for each additional person

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Required Supporting Documentation: The supporting documentation will be required with your hardship fee waiver request (**Important:** please remove any personal data such as DOB and Social Security Numbers in order to ensure the privacy of the applicant):

- **Foster Care:** Letter from foster care agency verifying the applicant's foster care status
- **Homeless/Living in a shelter:** Letter from social worker verifying the applicant's residency
- **Unemployment:** Copy of unemployment benefits letter
- **CUNY Opportunity Program/Income Eligibility Guidelines:** Copy of 1040 Federal Income Tax Return
- **Public Assistance:** Copy of a budget letter

Applicant Steps to Request an Application Fee Waiver for Economic Hardship

Applicants requesting an application fee waiver should submit their application before requesting a waiver.

Step 1: Choose "Pay Later" on the fee payment section of the admission application and submit the application.

Step 2: Applicant should submit a brief e-mail request with the required supporting documentation and their CUNYfirst ID number to: feewaiver@cuny.edu.

Important: please remove any personal data such as Date of Birth and Social Security Number from any documentation in order to ensure the privacy of the applicant. Economic hardship requests will be reviewed on a first-come first-serve basis, and the applicant will be notified of a decision via e-mail within 5-7 business days



Fee Waiver Request Form Instructions

For High School Counselors

Fee Waiver Instructions during CUNY's Apply for Free Campaign ending October 31

As part of [HESC Application Month](#) and [CUNY Month](#), we are excited to have an apply for free campaign for high school seniors in NYC and across New York State.

When supporting student application completion during this FREE application period, keep the following in mind:

- In order to qualify for the free application, a student's graduation date must fall between 1/1/24 and 8/31/24.
- On the [High School/Secondary School section](#) of the application, students must select their school's name from the options in the drop-down menu (**use CEEB code**) and enter their graduation date. If the applicant is a NYCPS (New York City Public School) student they must include their OSIS or NYC Student ID number. These steps should zero out the payment amount.
- If the student completes their application and they still have a \$65 payment required, select "pay later" and confirm your student qualifies for the free application by reaching out to your CUNY admissions representative or emailing counselor@cuny.edu.

Fee Waiver Request Instructions, effective November 1

To request an application fee waiver, have the student select Pay Later and submit their application. Submit a Counselor Fee Waiver Eligibility Request Form to counselor@cuny.edu. The form is available on [CUNY's Counselor Corner](#) web page.



HS DBN:

Counselor Name (First & Last): _____

Signature:

Date:

Application Term:

Fall 2024

Spring 2024

Select one term only. The term must be the same for all listed below.

E-mail Request Form to counselor@cuny.edu.

[illegible]

[illegible]

[illegible]