



Arizona Board of Regents
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Arizona State University

Northern Arizona University

University of Arizona

September 2, 2009

Dear High School Counselor,

The Arizona Board of Regents has approved an admission application fee for Arizona residents. In implementing this fee, the universities have agreed to institute a consistent waiver policy and process for requesting a waiver. Essentially, if the fee presents a financial hardship for the student, the high school counselor may request that the fee be waived.

Circumstances that may lead to a request for a waiver include (but are not limited to): eligibility for public assistance and/or federally subsidized housing; residence in a foster home; enrollment in a program for the economically disadvantaged such as Upward Bound; or participation in a free or reduced lunch program. Students previously eligible for waivers of ACT or SAT fees should also be considered. The university admissions personnel appreciate that you may know a student's situation best and therefore trust your judgment in supporting their request for a waiver of the application fee.

Enclosed is the [waiver request form \[PDF\]](#), which is used by all three universities. You may replicate the form as needed. We ask that you attach a completed waiver request form to the student's application or submit separately to the appropriate address on the form if the student applied on-line. Admissions representatives from each university will be glad to assist with any questions and will be able to grant waivers as well.

Thank you in advance for your assistance with this important activity. Please be sure to share any questions or concerns that you may have.

Sincerely,

Mark S. Denke
Assistant Executive Director
Academic and Student Affairs
Arizona Board of Regents

Martha Byrd
Dean of Undergraduate Admissions
Arizona State University

Sue McKinnon
Executive Director of Enrollment Services
Northern Arizona University

Paul Kohn
Vice Provost, Enrollment Management
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