



2012–2013 LSAC Fee Waiver Program Instructions for Fee Waiver Applicants

(Do not use this form after March 15, 2013.)

General Information About the LSAC Fee Waiver

The Law School Admission Council (LSAC) has long been committed to ensuring student diversity in legal education. As part of that commitment, the LSAC Fee Waiver Program was established in 1968 to assure that no person is denied access to law school because of absolute inability to pay for the LSAT® and other essential applicant services.

A 2012–2013 fee waiver covers the following LSAC services only:

- two LSATs per two-year fee waiver period; and
- one registration for LSAC's Credential Assembly ServiceSM (CASSM), including a total of four law school reports, the Letter of Recommendation Service, the LSAC Evaluation Service, and access to electronic applications for all ABA-approved law schools.

An approved LSAC fee waiver will entitle you to one copy of *The Official LSAT SuperPrep*®.

If you use a fee waiver to register for the LSAT and subsequently decide not to test, to avoid an absentee notation on your file, you must either request a test date change (by mail, online, phone, or fax) or cancel your registration (by mail or fax only) by writing to **LSAC, Test Administration, 662 Penn Street, PO Box 2000-T, Newtown, PA 18940-0995** or faxing to **215.968.1277** by the applicable deadline date. Test dates and deadlines can be found at LSAC.org.

The basic criterion for granting a waiver is the absolute inability to pay for the service. Your inability to pay will be validated via the LSAC Fee Waiver Application, supported by federal income tax forms, and other documentation as requested by LSAC or the law school. Your LSAC Fee Waiver Application will be analyzed to determine your and your spouse's (if you are married) and/or your parents' ability to pay the waivable fees.

To be eligible for consideration, you must be a US citizen (or US national) or a permanent resident alien in the US (see Instructions for Item 14 to determine whether you are eligible). Students already enrolled in law school are not eligible for an LSAC fee waiver. Canadian citizens who need a fee waiver must apply for one through a Canadian LSAC-member law school even if they plan to apply for admission to a US law school. Contact LSAC for the appropriate application materials and instructions.

Because the cost of the services covered by the LSAC fee waiver is only a fraction of the cost of a legal education, the need criterion is considerably more stringent than for other financial aid processes. Only those with **extreme** need should apply.

Information on Fee Waiver Application Procedures

In the United States, only LSAC or ABA-approved law schools can approve a fee waiver for LSAC services. Fee waivers cannot be granted by financial aid offices of undergraduate institutions, non-ABA-approved law schools, prelaw advisors, or any other individual or organization. If you are unable to pay the LSAT or the CAS fees, you may request a fee waiver through LSAC or any participating ABA-approved law school. A list of ABA-approved law schools (those approved by the American Bar Association) can be found in the registration form packet or at LSAC.org.

Requesting a Fee Waiver from LSAC

Fill out the enclosed application completely and accurately according to the instructions provided. Do **not** leave any items blank. Enter "0" or "N/A" in items that do not apply to you. Sign the application and keep a copy for your records, then submit it to LSAC along with your relevant completed 2011 federal income tax form(s) and/or LSAC Verification of Nonfiling Form. Include a completed LSAC Registration Form if you **will not be registering online**. Include a check, money order, or the account number and expiration date of your credit card for the balance of the fees that are **not** covered by a fee waiver. Registrants of LSAT registrations received during the late registration period that are not accompanied by the late fee will be billed for the fee and a hold will be placed on those files. Do not include the registration form if you **will be registering online**. Services covered by a fee waiver will be waived online only after the receipt, processing, and approval of your fee waiver application and required tax documentation. A credit card is necessary for any additional fees not covered by the fee waiver. Late registrations will be charged a late fee during online registration, and a credit card payment will be required.

When requesting a fee waiver for a particular test, we suggest that you send in your request 4 to 6 weeks prior to the test deadline to allow sufficient time for processing. If using the registration form, use the preaddressed envelope provided. If not using the registration form, mail your request to LSAC, 662 Penn Street, PO Box 2001, Newtown, PA 18940-0981, or fax your request to 215.504.1432.

If you are eligible for a waiver, you will receive the waivable services you requested on your registration form (if submitted). If denied, you will be notified via letter. LSAC will make every effort to notify you before the close of registration for the applicable LSAT.

If you were denied, and requested billing on your fee waiver application (see Item 15), you will be registered for the services requested on your registration form, and an invoice will be sent to you for the incurred service fee(s).

If you have an LSAC.org account, you will be notified via e-mail. A hold will be placed on your file at LSAC until the fees that you owe are paid. A hold will not prevent you from taking the LSAT, but will prevent all reporting to you and to law schools. If you ordered publications, they will not be sent until full payment is received. **Note:** If after requesting to be billed, you decide to cancel the requested services, you will still be responsible for all incurred administrative costs, including \$111 for the LSAT and \$106 for the Credential Assembly Service (CAS).

Requesting a Fee Waiver from a Law School

To obtain a fee waiver through a law school, contact an ABA-approved law school in your area to determine if the school participates in the LSAC Fee Waiver Program, and how they want you to submit your fee waiver application and supporting materials. Fill out the application completely and accurately, and be sure to sign it. Retain a copy of the fee waiver application for your records. Allow yourself enough time to meet the regular registration deadline for the LSAT you wish to take. **It is your responsibility to meet registration deadlines.** If the law school returns your fee waiver application approved, send the original approved fee waiver application and relevant 2011 federal tax form(s) and/or LSAC Verification of Nonfiling Form to LSAC. **If you are not registering online**, include a completed LSAC Registration Form and mail everything together in the preaddressed envelope provided with the registration form. Include a check, money order, or the account number and expiration date of your credit card for the balance of fees that are **not** covered by a fee waiver. To be registered for a particular test, your **approved** application **and** registration must be **received** by the **regular** registration deadline in order to avoid paying a late registration fee. Registrants of LSAT registrations received during the late registration period that are not accompanied by the late fee will be billed for the fee, and a hold will be placed on those files. **If registering online**, send your **approved** fee waiver application and relevant tax documentation to LSAC, 662 Penn Street, PO Box 2001, Newtown, PA 18940-0981 or fax to 215.504.1432. Your **approved** fee waiver application must be processed by LSAC **before** any fees can be waived through LSAC.org, and payment by credit card will be required for any fees that are not waived. To allow sufficient time to register for a particular LSAT, your approved fee waiver application needs to be received and processed prior to the applicable test registration deadline. If you register late, a late fee will be charged during online registration and a credit card payment will be required. **LSAC will not accept approved fee waiver applications for candidates outside of the US.**

Regardless of where you make your request for a fee waiver ...

Late registration fees will not be waived. No refunds will be made for services previously paid for that are subsequently covered by a fee waiver. The fee waiver will cover services prospectively only; no waivers will be applied retroactively. Services covered by a 2012–2013 fee waiver must be ordered and used within your two-year fee waiver period.

Any falsification of information presented to LSAC or a law school in consideration of a fee waiver application, including the fee waiver application or any supporting documentation, is subject to LSAC misconduct and irregularities proceedings.

Instructions for Completing the LSAC Fee Waiver Application Form

Review the following instructions and **then** complete all items. Do not leave any items blank. Enter "0" or "N/A" in items that do not apply. Be careful not to duplicate information. Applications with incomplete data, missing signatures, or missing documentation will be returned to you unprocessed and might not meet deadline requirements. It is your responsibility to be sure that requirements are completed and deadlines are met. Omissions or inaccuracies on the fee waiver application can be grounds for a misconduct and irregularities investigation.

If you filed your federal income tax electronically, include a signed paper copy of your filed tax information.

Please print using black ink. Enter a zero (0) if the item asks for a dollar amount that does not apply to you. Do not use words such as "unknown," "none," or "same." Round off cents by adding a dollar for amounts of .50 and above and disregarding amounts of .49 and below. For example, if your income is \$5,225.25, enter this amount as \$5,225. If your income is \$5,225.63, enter this amount as \$5,226.

Section A—Applicant Information

Section A must be completed by everyone applying for an LSAC fee waiver. First, indicate which LSAT administration (if any) you plan to register for. It is very important that the identifying information you supply in Items 1–3, 11, and 12 is accurate and consistent with your completed registration form.

Items 1–3 Print your last name, your legal first name (do not use nicknames), and your middle initial (if applicable).

Item 4 Print your **complete** mailing address including apartment number (if applicable) or post office box number.

Items 5–7 Print your city, state, and zip code.

Item 8 Enter the telephone number where you can be reached during the day.

- Item 9 Check male or female. This is an optional item.
- Item 10 Enter your race or ethnic background. This is an optional item.
- Item 11 Enter the month, day, and year of your birth.
- Item 12 Enter your Social Security number and/or your LSAC account number (if known). These numbers are used for identification purposes only. They ensure accurate and timely processing of your request and facilitate record retrieval.
- Item 13 If you are a US citizen or US national, check "yes." If you are not a US citizen or US national, check "no."
- Item 14 If you are a permanent resident alien in the US, check "yes." If you are not a permanent resident alien, check "no." A permanent resident alien is defined as someone who has been issued lawful permanent resident alien status by the Immigration and Naturalization Service (INS) and bears an Alien Registration Receipt Card (I-151 or I-551). Only US citizens, US nationals, and permanent resident aliens are eligible to be considered for an LSAC fee waiver.
- If you are a permanent resident alien, enter your Alien Registration Number found on your "green card." **Note:** If you answered "no" to Items 13 **and** 14, you are **not** eligible for an LSAC fee waiver.
- Item 15 If your request is **denied** and you want us to process your registration form (if submitted) and invoice you, check "yes"; otherwise, check "no." This will also apply if your fee waiver application needs to be returned to you **unprocessed** due to incomplete and/or missing data. Registration forms will be processed if they have met applicable deadlines and are complete. If, after requesting to be billed, you decide to cancel the requested services, you will still be responsible for all incurred administrative costs. This option allows you time for corrections to your fee waiver application or for an appeal of a denial decision, without causing you to miss the LSAT deadline. **Note:** This item is only applicable for candidates using the paper registration form.

Section B—Applicant Status

Section B must be completed by everyone applying for an LSAC fee waiver. If you answer "no" to **all** Items 16 through 20, you are considered by LSAC to be a **financial dependent of your parents even though you may have been granted "independent" status by another institution**. In addition to Sections C1, C2 (if applicable), and E, you must also complete Section D **and** include your **and** your parents' applicable 2011 federal income tax form(s) and/or LSAC Verification of Nonfiling Form.

- Item 16 If your birthdate is before January 1, 1989, check "yes." If your birthdate is on or after January 1, 1989, check "no."
- Item 17 Place a check mark in the "yes" column if you
- have engaged in active service in the US Army, Navy, Air Force, Marines, or Coast Guard and were released under a condition other than dishonorable;
 - are or were a National Guard or Reserves enlistee who participated in Operation Desert Shield/Storm and were discharged from active duty; or
 - are **not** a veteran **now**, but will be one by March 1, 2013.
- Place a check mark in the "no" column if you are or were
- never in the US Armed Forces;
 - only an ROTC student;
 - only a cadet or midshipman at one of the service academies;
 - only a National Guard or Reserves enlistee participating in Operation Desert Shield/Storm and are not yet discharged from active duty;
 - only a National Guard or Reserves enlistee and were not activated for duty; or
 - currently serving in the US Armed Forces, and will continue to serve through March 1, 2013.
- Item 18 If you are currently married, separated, widowed, or divorced, check "yes." If you are currently single and have never been married, check "no."
- Item 19 Check "yes" if you have any children who get more than half of their support from you, or if you have other people who live with you who get more than half of their support from you and will continue to get that support during the 2012–2013 school year. Do not include yourself or your spouse. Check "no" if no one (other than your spouse, if applicable) gets more than half of their support from you.

- Item 20 Place a check mark in the “yes” column if
- both of your biological or adoptive parents are deceased;
 - you have or can obtain (if requested) a copy of the court order that declared you a ward/dependent of the court, and you remained a ward/dependent of the court until you reached age 18; or
 - you have or can obtain (if requested) a copy of the court order that declared you an emancipated minor.
- Place a check mark in the “no” column if
- you have a biological parent(s), an adoptive parent(s), or a legal guardian(s) who has legal custody and/or is financially responsible for you; or
 - you were a ward/dependent of the court, but that status changed before you reached age 18 (for example, if you were adopted).

Section C1—Financial Condition of Applicant (and Spouse, if Applicable)

Section C1 must be completed by everyone applying for an LSAC fee waiver. Be sure to include your (and your spouse’s, if applicable) 2011 federal income tax form(s) and/or LSAC Verification of Nonfiling Form. First, indicate which tax forms you (and your spouse, if applicable) will be providing. Check all that apply.

Items 21–28 Items 21–28 refer to your (and/or your spouse’s, if applicable) financial condition. If you and your spouse (if applicable) filed separate tax forms, add both applicable amounts together to get one total amount. Enter the requested total amounts on the corresponding lines. If any of the items do not apply, enter zero (0).

Section C2—Currently Enrolled Students Only

Only applicants who are currently enrolled in an undergraduate or graduate program should complete this section.

- Item 29 Place a check mark in front of your student status.
- Item 29a Indicate the name of the school you are currently attending.
- Item 30 Enter the total amount of financial aid you were awarded for the current school year, including aid from all sources such as loans, grants, and scholarships. If you did not receive any financial aid this year, enter zero (0).
- Item 31 If you received a federal Pell Grant for the current school year, check “yes”; otherwise, check “no.”
- Item 31a If you answered “yes” to Item 31, indicate the amount of your federal Pell Grant award. If you indicated “no,” enter zero (0).

Section D—Financial Condition of Parents

Complete this section only if you answered “no” to every question in Section B. (In this case, LSAC considers you to be a financial dependent of your parents even though you may have been granted “independent” status by another institution.) Be sure to include your **and** your parents’ 2011 federal income tax form(s) and/or LSAC Verification of Nonfiling Form. First, indicate which tax forms you will be providing for your parents. Check all that apply.

Items 32–36 Items 32–36 refer to your parents’ financial condition. If your parents filed separate tax forms, add both applicable amounts together to get one total amount. Enter the requested total amounts on the corresponding lines. If any of the items do not apply, enter zero (0).

Section E—Certification Statement

Section E must be completed by everyone applying for an LSAC fee waiver. LSAC will not process your LSAC fee waiver request if this statement is not signed or has been modified or altered in any way.

- Item 37 Sign the application form after reviewing it for accuracy and completeness and reading the certification statement.
- Item 38 Date the application form after you sign it.