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## APPLICATION FEE WAIVER POLICY

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The Salisbury University Office of Graduate Studies (OGS) offers a limited number of application fee waivers on a first-come, first-serve basis to eligible applicants for whom payment of the application fee presents a significant financial hardship. Application fees for veterans and active-duty military are automatically waived as part of the application process.

- Only one fee waiver is permitted per applicant. Additional applications submitted by the applicant will require payment of the application fee.
- Completion of a fee waiver request form does not guarantee that your application fee will be waived.
- A candidate's eligibility for admission will not be impacted by an application for or receipt of a fee waiver.
- This is a fee waiver process and not a fee reimbursement process. Once the application fee is paid, a waiver is no longer an option.

### Eligibility:

#### 1. U.S. Citizens Based on Financial Hardship:

To demonstrate financial need, please submit at least **one** of the documents below. International applicants are **not** eligible for an application fee waiver unless coming under a valid exchange agreement that has an approved application fee waiver.

- A letter verifying your Estimated Family Contribution (EFC) signed by you and a financial aid officer at the institution you **currently** attend.
- Student Aid Report (SAR) (available from the [FAFSA website](#)) from the most recent year of study. Do not submit FASFA application.

#### 2. Program Participants:

Applicants affiliated with the following programs should provide a signed letter support from the program director, in addition to the Application Fee Waiver Request form.

- Salisbury University Honors College
- AmeriCorps (service within the past 12 months)
- Peace Corps (service within the past 12 months)
- Gates Millennium Scholars
- Fulbright Scholars
- TRiO Program

#### 3. Clarke Honors College Students:

Salisbury University undergrads who are admitted into the Clarke Honors College should provide a signed admission letter, in addition to the Application Fee Waiver Request form.

### Directions:

1. Applicants must have a valid application in Salisbury University's online application system.
2. If applying for a fee waiver, do NOT submit application with payment until waiver request is decided.
3. Complete Application Fee Waiver Request and send to [graduateadmissions@salisbury.edu](mailto:graduateadmissions@salisbury.edu) along with necessary supporting documentation.
4. Fee waiver requests will be processed Monday through Friday, during normal business hours, with the exception of holidays and breaks when the campus is closed.
5. You will be notified via email when your request has been reviewed. Allow up to three business days for your request to be processed. Plan accordingly in relation to application deadlines (vary by program).

6. If your request is approved, you will be emailed with a waiver code which will be entered into the appropriate field in your online application. At this point the applicant can submit the application without supplying a method of payment. Please note that these codes are for one-time use and are not transferable.
7. If your request is not approved, you must pay the fee in order to submit your application. Salisbury University makes no exceptions.