

Section:	V.3.2	
Title:	Application Fee Waivers	
Effective Date:	September 27, 2017	
Approved By:	Director of Admissions	
Responsible Unit:	Undergraduate Admissions (609) 771-2131; tcnjinfo@tcnj.edu	
Related Documents:	<ul style="list-style-type: none"> • Admissions Mission Statement and Guiding Principles 	
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	September 27, 2017	Reviewed; no changes made
1.0	July 11, 2011	New policy; Initial Release

I. INTRODUCTION

The College of New Jersey requires an application fee from all students who submit an application for admission. However, TCNJ will honor certain types of fee waivers that accompany an application. Historically, students qualify for application fee waivers based primarily on their family income.

II. DEFINITIONS

- A. **Fee waiver:** A document requesting that TCNJ waive a student's application fee
- B. **Supplemental documents deadline:** The date by which all required application materials (transcript, standardized test scores, etc.) must be received
 - i. Typically a month after the application deadline

III. POLICY

- A. Acceptable Fee waivers include
 - 1. College Board Fee Waiver
 - 2. NACAC Fee Waiver
 - 3. Formal written requests from high school guidance counselors or administrators.
 - i. These letters must contain specific reasons why the counselor feels that a waiver for that student is necessary
 - a) If deemed insufficient, Admissions will not honor that request
 - 1. The student will then be required to pay the application fee unless they procure a College Board or NACAC waiver
- B. Waivers must be received by the supplemental documents deadline.