CollegeBoard

Strategies for Using Online SAT® Fee Waiver Codes

Resources to help you support your fee waiver-eligible students

SAT Fee Waivers give many low-income students a great opportunity to take the SAT and confirm their college-readiness as well as show colleges they're interested in higher education.

SAT fee waiver codes are available in the Downloads tab of the College Board K–12 Reporting Portal*. To access the codes, you must have access to the K–12 Reporting Portal. Use "detail" access to the portal to review the Roster Report and review student usage of fee waiver codes to register for the SAT.

Important Note: Students only need to use a fee waiver code one time to obtain access to all of their fee waiver benefits in their College Board account.

Visit our website for more details about getting fee waivers.

Accessing Fee Waiver Codes (For schools only)

1. Log in to the K–12 Reporting Portal.
2. Click the Download tab and select Custom Reports From College Board.
3. Download the Fee Waiver Codes file.

Suggestions:

- Copy each code into the SAT Fee Waiver Codes: Tracking Form. This will help with record keeping and reduce distribution of duplicate fee waiver codes.

And/or

- Copy each code onto a SAT Fee Waiver Code: Student Form. This will allow you to distribute one code to each fee waiver–eligible student.

Distribution Strategies

1. Review the Fee Waiver Service Educator Guide and meet individually with students eligible for a SAT fee waiver.
2. Show each student how to use their fee waiver code when they register for the SAT.
3. Remind students of the benefits they'll earn when they use fee waiver.

Suggestions:

- Copy and paste a fee waiver code in emails to eligible students. Students can easily search their emails for the code, and you'll have an electronic copy as well. Students can also copy and paste the code during online SAT registration.

And/or

- Use the SAT Fee Waiver Code: Student Form that you've prepopulated with the fee waiver codes. Email or hand the student the form with a code (or both!) that they can reference during online registration.

Recordkeeping Strategies

1. Keep track of the codes you've distributed to avoid duplication and to assist students who lose their codes.

2. Refer to the Roster Report in the K–12 Reporting Portal to confirm which students have used their fee waiver code.

3. If applicable, check in with your counseling colleagues to manage fee waiver codes, and track distribution and usage, ensuring that students are connected to all available benefits.

4. The codes you download/receive are for your entire school. If your school needs additional codes, please call the Educator Help Line at 1-888-SAT-HELP.

SUGGESTIONS:

- Save the SAT Fee Waiver Codes: Tracking Form to a shared drive that all counselors can access, review, and update.

- Review the Roster Report in the K–12 Reporting Portal to see which students have used a fee waiver for SAT registration. (Schools only)

- Create a folder in your email account to store all emails sent to students with their fee waiver codes.

- Retain a copy of the recordkeeping portion of all SAT Fee Waiver Code: Student Form shared with students, either electronically or in paper format, in a folder for easy retrieval and review.