

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 5.2.5

Title: Application Fee Waiver	
Originated By: Justin Pfeifer, Vice President Student Services	
Signature	Date 1/28/2011
Approved: Dr. Robert J. Edleston, President	
Signature	Date 1/28/2011
Reviewed:	Revised:

Policy Statement: To provide the opportunity to apply for admission to those with financial hardships, Manhattan Area Technical College will grant an application fee waiver for eligible applicants.

Rationale: The \$40 application fee can be prohibitive for students on the lower end of the economic scale. This policy was developed to provide a financial hardship waiver of the application fee.

Procedure:

1. Students currently in high school who have limited financial resources and meet the requirements below may use the NACAC Request for Application Fee Waiver Form when applying to MATC. The form helps ensure that access to college is possible for all students. The form is available here:
<http://www.nacacnet.org/studentinfo/feewaiver/Documents/ApplicationFeeWaiver.pdf>

The requirements for completing the form are as follows:

- Students must complete the student section in its entirety.
 - The student's secondary school counselor, independent counselor or TRIO representative must verify that the student is eligible to use the form.
 - The high school's raised seal or stamp must be included on the form.
 - The form must be mailed directly to MATC along with the MATC Application for Undergraduate Admission.
2. Students not currently in high school must submit a letter from a social service or other community agency stating that the fee would cause a financial hardship. The student must also submit the MATC Application for Undergraduate Admission. Examples of this could include:
 - Vocational Rehabilitation Counselor
 - SRS Worker

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- Mental Health Worker
- Foster Care Worker
- G.E.D. Instructor

3. Upon approval of the waiver, the student's application will be processed as normal.