



TOEFL® Fee Reduction Service 2018-19 Guidelines and Procedures

Student Eligibility Requirements

College-bound non-native speakers of English with demonstrated financial need who are in their senior year and attend high school in the United States are eligible for the fee reduction service. Financial need is primarily determined by membership in a family whose annual income falls at or below the following guidelines:

Number of Dependents	Family Income
1	\$22,459
2	\$30,451
3	\$38,443
4	\$46,435
5	\$54,427
6	\$62,419

Income levels are based on the USDA Food and Nutrition Service Income Eligibility Guidelines.

Eligibility criteria also stipulate that students be:

- a member of a family receiving public assistance;
- a resident in a federally subsidized public housing project; or
- enrolled in a program for the economically disadvantaged, such as Upward Bound.

Additional Eligibility Requirements

- Students applying to colleges and universities that require or recommend *TOEFL*® scores can receive only 1 fee reduction voucher for use in their senior year. **Students in eleventh grade are not eligible for fee reduction vouchers.**
- **Foreign exchange students are not eligible for fee reduction vouchers.**

Procedures for Counselors

1. Counselors determine student eligibility according to the above guidelines.
2. For eligible students who will **register online for the TOEFL iBT® test**, counselors should:
 - instruct students to go to the TOEFL iBT online registration system and create a profile - each student must create a profile to receive the fee reduction
 - collect a check or postal money order for 50% of the current regular test fee, made payable to ETS-TOEFL iBT (the student's name must be written on the front of the check or money order)

3. For eligible students who will **register by mail or by phone for the TOEFL iBT test or the revised TOEFL Paper-delivered Test**, counselors should:
 - give each student a Student Profile form to complete and return to the counselor - each student must complete a profile form to receive the fee reduction
 - collect Student Profile forms
 - get a check or postal money order for 50% of the current regular test fee, made payable to ETS-TOEFL iBT, or to ETS-TOEFL for paper administrations
4. Counselors complete the TOEFL Fee Reduction Voucher Request form, providing each student's ETS ID number (obtained from the student's TOEFL iBT online profile)
5. Counselors send the Fee Reduction Voucher Request form, Student Profiles (if applicable) and payment to the TOEFL program at the address given on the form

Note: If all available voucher numbers have been distributed when a request form is received, student payments will be returned to the counselor with a letter of explanation.

Procedures for Students

1. Students provide evidence of eligibility to the counselor
2. Students who will **register online** should
 - go to the TOEFL iBT online registration system and create a profile
 - get a check or postal money order for 50% of the current regular test fee, made payable to ETS-TOEFL iBT
 - write their name on the front of the check or postal money order
 - give the check or postal money order to the counselor

Students who register online are assigned a fee reduction voucher number that will appear as part of their online profile. They must have a profile to receive the fee reduction.

3. Students who will **register by mail or by phone** should
 - get a Student Profile form from the counselor
 - complete the Student Profile form
 - get a check or postal money order for 50% of the current regular test fee, made payable to ETS-TOEFL iBT, or to ETS-TOEFL for paper administrations
 - write their name on the front of the check or postal money order
 - give the check or postal money order and the Student Profile form to the counselor

Students who will register by mail or by phone will be emailed a voucher number.

4. Students register for the test following the procedures given on the TOEFL website at ***www.ets.org/toefl*** and in the *2018-19 Information and Registration Bulletin for the TOEFL iBT Test* or the *2018-19 Information and Registration Bulletin for the revised TOEFL Paper-delivered Test*.
5. Students take their registration confirmation or admission ticket, along with appropriate identification documentation, to the test center on the day of the test. Details about identification requirements are on the TOEFL website and in the *Bulletins*. Students who do not present appropriate identification will not be allowed to test and their test fees will not be refunded.

Important Information for Counselors and Students

- Requests for fee reduction voucher numbers will be filled throughout the year as long as vouchers remain available. Information about the Fee Reduction Service and a downloadable Fee Voucher Request form that includes the Student Profile section are available on the TOEFL website at ***www.ets.org/toefl***.
- The reduced test fee entitles the student to take the TOEFL test and have test scores sent to up to 4 institutions designated by the student before they take the test. For TOEFL iBT testing, score recipients can be selected, deleted or changed online up to 10pm local test center time the night before the test. Students will not be able to designate score recipients on the day of the test. For paper testing, students identify their score recipients when they register.
- All other fees (rescheduling, additional score reports) are the responsibility of the student.
- Fee reduction vouchers are not transferable to other students.
- Fee reduction vouchers expire 1 year from date of issue. Registration must be completed prior to that date. **There are no refunds for unused fee reduction vouchers and no refunds will be provided to students who are not admitted to the test for any reason (including unacceptable identification).**