TOEFL® Fee Reduction Service
2023-2024 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	$26,973
2	$36,482
3	$45,991
4	$55,500
5	$65,009
6	$74,518

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. Instruct eligible students to create an account for the TOEFL registration system at **www.ets.org/mytoefl**. Students will access the fee reduction voucher and complete their test registration in the TOEFL registration system.

3. 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).

4. Counselors send the completed Fee Reduction Voucher Request form to the TOEFL program at ***ibtvoucher@ets.org***.

Procedures for Students

1. Students provide evidence of eligibility to the counselor.

2. Students must create an account for the TOEFL registration system at ***www.ets.org/mytoefl***.

    Students are assigned a fee reduction voucher number that will appear in their ETS account. They must have an account to receive the fee reduction.

3. Students register for the test following the procedures given on the TOEFL website at ***www.ets.org/toefl*** and in the *Information Bulletin for the TOEFL iBT Test*.

4. Students should take their registration confirmation 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 *Bulletin*. 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.

*   All other fees (rescheduling, late fee, 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).**