



## Application Fee Waiver Program

### Eligibility Requirements

The MEOC CCP Application Fee Waiver Program is open to adults who meet the following criteria:

- Participating in an adult education program or a community-based organization program (or participated within the last six months) OR referred by SUNY Empire State College.
- At least 19 years of age.
- Citizen, legal permanent resident, or other eligible non-citizen.
- Current New York City resident.
- Not currently enrolled in college.
- First-generation college-bound (does not have a parent or guardian with a 4-year US college degree). MEOC students are not required to meet this criterion.
- Has a maximum taxable family income within 150% of federal poverty guidelines.
- Provides proof of having completed the FAFSA and TAP applications OR signs this form indicating that proof will be provided within three weeks.

Limited quantities of fee waivers are available. Fee waivers and payments will be provided on a first-come, first-serve basis, and the MEOC reserves the right to decline requests for application fee waivers. Any questions regarding the submission process can be referred to the MEOC College Connections Project.

### Participant Information

Name: \_\_\_\_\_

Are you currently enrolled or were you previously enrolled in an MEOC program? If so, name the program:  Yes \_\_\_\_\_  No

Have you participated within the last six months in an adult ed or community-based program? If so, name the program:  Yes \_\_\_\_\_  No

College(s) to Which You Are Applying: \_\_\_\_\_

Have you completed the FAFSA and TAP financial aid applications?  
 Yes  No  Not yet. I plan to do so within the next three weeks, and I will provide the MEOC College Connections Project with proof of completion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY (Please do not write here.)

Fee Waiver Provided & Application Mailed   
*The participant meets the eligibility criteria.*

MEOC Staff Initials & Date: \_\_\_\_\_

Fee Waiver Entered into Database

MEOC Staff Initials & Date: \_\_\_\_\_



## Submission Requirements



For each college to which you are applying, submit the following:

- (1) An envelope addressed to the college containing the college's application fee form and any documents that you would like sent to the college, i.e., transcripts, photocopies of GED scores, etc. The MEOC CCP will add postage to the envelope.
- (2) A green USPS return receipt card with your address printed on one-side and the address at the college to which the envelope should be sent on the other side. When the envelope arrives at the college, the green USPS return receipt card will be mailed to your home address confirming delivery.

Front of USPS return receipt card. The card is green and contains the following sections:

- SENDER, COMPLETE THIS SECTION:**
  - Complete items 1., 2., and 3. Also complete item 4. if Restricted Delivery is desired.
  - Print your name and address on the back so that we can return the card to you.
  - Attach this card to the back of the mailpiece or on the front if space permits.
- 1. Article Addressed to:** (A large text box for the recipient's address.)
- 2. Is delivery address different from item 1?  Yes  No**  
If YES, enter delivery address below:
- 3. Service Type:**
  - Certified Mail  Express Mail
  - Registered  Return Receipt for Merchandise
  - Insured Mail  O.G.D.
- 4. Restricted Delivery? (Extra Fee)  Yes  No**
- 5. Article Number**  
(Transfer from service label)

PS Form 3811, February 1994

College's Address

Back of USPS return receipt card. The card is green and contains the following sections:

- United States Postal Service**
- First-Class Mail Postage & Fees Paid USPS Permit No. G-10**
- \* Sender, Please print your name, address, and ZIP+4 in this box \*** (A large text box for the sender's address.)

Your Home Address Here