



Law School Admission Council

MEMORANDUM  
No. 2010-21

**DATE:** March 8, 2010  
**TO:** Prelaw Advisors  
**FROM:** Anne Brandt  
Associate Executive Director  
Education and Prelaw Programs  
**RE:** 2010-2011 LSAC Fee Waiver Program

The Law School Admission Council dedicates funds, through its Fee Waiver Program, to support law school access for all applicants regardless of their ability to pay for the LSAT and associated services. We appreciate the assistance of prelaw advisors in collaborating with the Law School Admission Council to distribute information about the LSAC Fee Waiver Program and request your help again in 2010-2011.

As in the past, both law schools and the LSAC will share in determining eligibility for fee waivers. Applicants you advise may continue to apply online for fee waivers directly through LSAC, or through an ABA-approved law school.

**1. General Information**

The 2010-2011 LSAC Fee Waiver will be valid for up to two years and will cover the following LSAC services only:

Two LSATs	\$ 272.00
Credential Assembly Service (LSDAS) with four reports and the Letter of Recommendation Service	\$ 172.00
The Official LSAT SuperPrep	<u>\$ 28.00</u>
Total	\$ 472.00

To be considered for a fee waiver a person must be a US citizen, a US national, or a permanent resident alien of the United States with an Alien Registration Receipt Card. Fee waivers are intended for only the most needy applicants and this implies need in excess of that required for routine financial assistance; only those with extreme need should apply. All waivers are for the combination of services listed above. Candidates can complete LSAC's online fee waiver application or request and complete a paper fee waiver application. **Whether granted by a law school or requested from LSAC, the fee waiver application form and supporting documentation must be submitted to LSAC. Applicants are no longer required to submit the paper LSAC Registration Form; they can now register for LSAC services online after they receive notification that their fee waiver application has been processed.** Items received separately at LSAC may be returned unprocessed.

Paper fee waiver packets are available through law schools, prelaw advisors, or LSAC. You and/or the applicants may download the fee waiver packet from the LSAC website at [wvvn.LS-4C.org](http://wvvn.LS-4C.org). Only one paper fee waiver packet is being sent to law schools and prelaw advisors. You may copy the enclosed forms or request additional forms from the Law School Admission Council as needed by calling (215) 968-1220.

**2. Applying for a Fee Waiver through LSAC**

**Online process**

The quickest and most convenient way to apply for a fee waiver through LSAC is for an applicant to complete an online application. Last year 98 percent of all applications processed by LSAC were done online. Applicants will know the decision of their fee waiver application immediately since the online application will be conditionally approved or denied in

"real" time. Conditionally approved applicants may then use their fee waiver to order services online. However, the applicant will have a 45 day deadline to submit applicable tax forms, which will be reviewed by LSAC for a final decision. Applicants who are denied can appeal online. Please direct applicants to the LSAC website address, which is [www.LSAC.org](http://www.LSAC.org) for more detailed information. Applicants must first establish an online account with LSAC in order to apply for a fee waiver online.

### **Paper Process**

When requesting a particular test, applicants applying through LSAC should submit their request well in advance of the LSAT deadlines. We now suggest 4-6 weeks prior to the LSAT regular registration receipt deadlines to allow time for processing. In some cases the paper fee waiver application form will need to be returned to the applicant for missing/incomplete data, this will allow time for corrections. Also, since late fees will not be waived, this will allow sufficient time before the late registration period. Candidates who are unable to register for LSAC services online will need to request a paper LSAC Registration Form from LSAC by calling (215) 968-1001 or in writing at [LSACINFO@LSAC.org](mailto:LSACINFO@LSAC.org).

The completed paper fee waiver application form is to be submitted to LSAC by the applicant, together with copies of 2009 federal tax forms and/or the LSAC Nonfiler's Statement and the LSAC Registration Form (if necessary). Applicants missing the deadlines will be encouraged to apply for the next available test.

The program will continue to rely on financial need to determine eligibility and will depend heavily on federal tax forms to demonstrate that need. Copies of the relevant tax forms must accompany the fee waiver application and LSAC decisions will be determined routinely based on information from the tax forms. LSAC will make every effort to notify the applicant of the decision on their fee waiver application prior to test registration deadlines. In order to insure that the LSAT is taken on a preferred date, an applicant, whose fee waiver application is complete, has submitted the LSAC Registration Form, and meets the applicable deadline, may elect to be billed by LSAC in the event the fee waiver application is denied. If their fee waiver application is denied and they have not requested to be billed, the application, LSAC Registration Form and documentation will be returned to the applicant unprocessed. Any applicant wishing to appeal an LSAC denial decision, may do so by returning the forms and documentation (if applicable) and a letter of appeal to LSAC, who will consult with an appeals panel and render a decision in a timely manner.

**Incomplete fee waiver applications will not be processed and/or invoiced, and will be returned to the applicant.**

### **3. Applying for an LSAC Fee Waiver through a law school**

Applicants may apply for a fee waiver through an ABA-approved law school. Law schools are not bound by LSAC financial eligibility restrictions, although they may elect to apply a similar standard to determine eligibility. In requesting a fee waiver from a law school, applicants should allow sufficient time for the law school to process and return the form to the applicant in time to meet the regular test registration receipt deadlines in order to avoid paying the late registration fee. Some law schools may specify a date by which they must receive fee waiver requests.

Once approved, fee waiver applications that accompany test registration materials should meet applicable deadlines or the registration materials may be returned unprocessed. Applicants who opt to register online will need to wait until their fee waiver has been processed by LSAC in order for their fees to be waived. Note: Fee waiver applicants registered (either online or by paper) during the late registration period will be responsible for paying the late fee.

### **4. The Fee Waiver Application Form**

**Please inform applicants that Fee Waiver forms must be completed in their entirety to be considered.** Enclosed is one copy of the paper fee waiver application. Please feel free to make additional copies if needed. Applicants should be cautioned to complete the forms carefully and not leave any questions blank. We encourage you to advise students to complete the LSAC online fee waiver application and to register for our services online.

### **5. Questions**

Applicants with questions should call the regular Candidate Services number - (215) 968-1001. If you have questions, please call me at (215) 968-1297. Thank you for your willingness to make the LSAC Fee Waiver applications available to law school applicants. This program is an important component of the effort to enroll diverse law school student bodies.