

ST. CLOUD STATE UNIVERSITY

Financial Aid Office
320-308-2047

GRE FEE REDUCTION REQUEST FORM

Please return this form to the SCSU Financial Aid Office.

NAME: _____ SSN or SCSU ID: _____
Last First MI

ADDRESS: _____ PHONE: _____
Street Address

City State Zip Code Email

GRE GENERAL TEST Yes No

If yes, which test form: Computer-based GRE® revised General Test
 Paper-based GRE® revised General Test (only offered in areas where the computer-based General Test is not available)

GRE SUBJECT TEST Yes No

When do you plan to take the GRE (Month and Year)*: _____

Signature: _____ Date: _____

**Please submit this request at least 5 weeks before you plan to take the GRE in order to allow time for processing at SCSU (fee reduction certificate if eligible) and with ETS (CBT Authorization Voucher and registering for the test(s)).*

Office use only:		
___Elig-ltr	___NtUnenrGrEnrSr	___DOLK
___StCntHi	___Oth: _____	___Cpy2Img
___PtCntHi		___LtrSnt

About the GRE Fee Reduction Certificate

- The GRE Fee Reduction Certificate may be applied toward the test fees for one General Test and/or one Subject Test.*
- Individuals who receive GRE Fee Reduction Certificates will be required to pay 50 percent of the full test fee; \$102.50 (\$205 for full test fee) for the General Test and \$75 (\$150 for full test fee) for a Subject Test.
- **Fee Reduction Certificates are not retroactive and cannot be replaced if lost or stolen.**
- Fee Reduction Certificates are available only if testing within the United States, a U.S. Territory, or Puerto Rico.
- Letter requests, photocopies, and faxes of Fee Reduction Certificates will not be accepted.
- Please note that there are no refunds for unused Fee Reduction Certificates and no refunds will be provided to examinees who are not admitted to the test for any reason (including unacceptable identification). Fee reduction certificates cannot be combined with other offers.

**GRE test takers who were previously approved by ETS for a GRE Fee Reduction may retake a GRE test for 50 percent of the full test fee without submitting new documentation if they are testing within one calendar year of their approval date. These individuals can complete the Declaration of Eligibility form available at www.ets.org/s/gre/feereductions and follow the directions on the form.*

Eligibility Requirements for 2017-18 (for students applying before July 1, 2018)

- A dependent senior with a parental contribution of no more than \$2,500
- A self-supporting senior with a contribution of no more than \$3,000
- A self-supporting unenrolled college graduate with a contribution of no more than \$3,000

Student's Process

- **Computer-based General Test (CBT) Registrants:** Applicants complete the CBT Authorization Voucher Request Form found in the *GRE Bulletin* http://www.ets.org/s/gre/pdf/gre_info_bulletin.pdf
- Applicants then mail the completed form, the Fee Reduction Certificate embossed with an official school seal or stamp and signed by the Financial Aid Coordinator, page one of student's ISIR or SAR showing their estimated family contribution (EFC), and the appropriate payment to the address printed on the form.
- Allow up to four weeks to receive the CBT Authorization Voucher.
- After the student receives their CBT Authorization Voucher, they can call a test center directly or call 1-443-751-4820 or 1-800-473-2255 to schedule an appointment. Their appointment to test must be made prior to the expiration date on the CBT Authorization Voucher. If they lose the Authorization Voucher (this is different than the GRE Fee Reduction Certificate – those are not replaceable), contact the GRE Program at 1-800-772-9476 or gre-info@ets.org. Only one replacement will be issued.
- If a student is registering for a paper-based general test or subject test, please have them speak with Louise. We don't get these very often.