

# UNIVERSITY of HOUSTON

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## COLLEGE of LIBERAL ARTS & SOCIAL SCIENCES

Communication Sciences & Disorders

### **Fee Waiver Policy**

It is the policy of UH Communication Sciences and Disorders to accommodate individuals who apply to our graduate program who meet the required criteria for financial assistance by waiving the fee for the graduate application. Applicants can qualify for a fee waiver by meeting one of the following criteria:

1. The applicant participated in one of the federal TRIO Programs, which incorporate application fee waivers into the programs. These programs include, but are not limited to: McNair Post-Bac Achievement Program, Upward Bound, Upward Bound Math Science, Veteran's Upward Bound, Talent Search, and Student Support Services. There will be a place to indicate your participation, provide documentation, and request the fee waiver directly in the CollegeNet application.
2. The applicant meets the requirements to qualify as a low-income family as determined by the U.S. Department of Health and Human Services poverty guidelines. (*See guide below*). An applicant requesting a fee waiver based on being a low-income family must provide their family's most recent year's tax return as the proper documentation to support their request. The following steps will be followed to request and potentially be awarded a fee waiver:
  - A. Prior to submitting the application, the applicant contacts the ComD program coordinator for Master's applicants or the Ph.D. program manager for Ph.D. applicants to request a waiver and provide documentation. See contact information below.
  - B. The program coordinator submits the request information to the CLASS Associate Dean who will approve or disapprove.
  - C. If approved, the Associate Dean will obtain a waiver code from the Graduate School and forward it to the ComD Coordinator.
  - D. The ComD coordinator will provide the one-use, nontransferable code to the applicant.

Note to applicants, this process will take time. Please allow a minimum of three weeks before the application deadline.

## 2020 Poverty Guidelines for the 48 Contiguous States and the District of Columbia

Persons in family/household	Poverty guideline
1	\$12,760
2	17,240
3	21,720
4	26,200
5	30,680
6	35,160
7	39,640
8	44,120

For families/households with more than 8 persons, add \$4,480 for each additional person.

\*Size of family means the number of exemptions listed on the qualified income tax return form.

\*\*Income Level refers to the adjusted gross income state on the previous year's filed federal income tax.

<https://www.federalregister.gov/documents/2020/01/17/2020-00858/annual-update-of-the-hhs-poverty-guidelines>

### UH ComD Contacts

*Master's applicants:*

**ComD Program Coordinator**

Ms. Kara Glenn

[kglenn@central.uh.edu](mailto:kglenn@central.uh.edu)

713-743-0351

*Ph.D. applicants:*

**Ph.D. Program Manager**

Paula Nino Kehr

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