



School Counselors,

The University of Tennessee at Chattanooga gladly awards fee waivers for students who are recipients of the Federal Free/Reduced Lunch Program and are Tennessee residents\*. We require that the individual requests from each student come on school letterhead from the school counselor or principal. **In order to provide equal access to these funds, each school will be limited to a total of five (5) fee waivers per school year. They will be granted on a first come, first serve basis.**

Students should take the following steps:

1. **Complete the online application in its entirety.** This will allow students the ability check the progress of their application. Our system will allow the application to be submitted without the fee. They will need to simply exit the screen when they arrive at the payment portion.
2. **The school counselor/principal should submit either the scanned fee waiver request letter via e-mail ([Stephanie-Orr@utc.edu](mailto:Stephanie-Orr@utc.edu)) or a faxed copy** those requests to 423.425.4157. The system will upload the application for our viewing 48 hours after submittal.
3. **All waivers will be processed on Mondays of each week.**

**\*Please note that we will only honor fee waiver requests for students who meet our current admissions criteria.**

Thanks,

*Stephanie M. Orr*

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