

Fee Reduction Application Instructions

Who qualifies?

A fee reduction for the ProTeach Portfolio is offered only to initial candidates in financial need (see Income Guidelines chart below) who must pay the ProTeach Portfolio initial registration fee. The initial registration fee is \$570. No fee reductions will be granted to ProTeach Portfolio resubmission candidates. No candidate will be granted more than one fee reduction.

How much of the fee will be reduced?

Qualified candidates with registrations confirmed before November 16, 2015 will be granted a fee reduction of \$125. Qualified candidates with registrations confirmed November 16, 2015 and on, will be granted a fee reduction of \$200.

How many fee reductions will be granted?

There will be 20 fee reductions offered during each ProTeach Portfolio registration window. You will be notified by e-mail if your application is approved and you are granted a fee reduction.

How are candidates selected?

All fee reduction requests are processed on a first-come, first-served basis. Only completed applications will be considered. Funds may be exhausted prior to the closing date for the submission deadline date you requested.

What must I submit?

A completed application and proof of family income. Select one from the following list of acceptable types of family income proof:

- Payouts for last 3 months (for you and your partner/spouse, if applicable)
- Latest Federal Income Tax Return (copy of summary page with signature only)
- Unemployment Proof

A minimum of 1 type of family income proof is required to be submitted with your completed application. Late or incomplete requests will not be considered for a fee reduction.

When are applications due?

Completed applications must be postmarked on or before the Fee Reduction Closing Date (see chart below) to be considered for the respective submission deadline date. Example: If you choose June 28, 2016, for your submission deadline date, then your application must be postmarked on or before April 8, 2016.

Where do I send my completed application and proof of family income?

Mail the completed form and supporting documentation to:

Attn: Brenda Richardson
WA ProTeach Portfolio Fee Reduction
ETS
Rosedale Road, MS 51L
Princeton, NJ 08541

Income Guidelines and Fee Reduction Closing Dates Schedule

Family Size	Maximum Total Family Income
1	\$27,970
2	\$32,561
3	\$36,724
4	\$38,973
5	\$42,287
6	\$44,512
7	\$46,763
8	\$49,005
9	\$51,244
10	\$53,461

Fee Reduction Closing Date	Submission Deadline Date
10/24/15	Jan. 31, 2016
04/08/16	June 28, 2016
10/24/16	Jan. 31, 2017
04/08/17	June 28, 2017
10/24/17	Jan. 31, 2018
04/08/18	June 28, 2018
10/24/18	Jan. 31, 2019
04/08/19	June 28, 2019

Fee Reduction Application

Today's Date: _____

Your Selected Submission Deadline Date: _____

Contact Information

Last Name: _____

First Name: _____

Mailing Address: _____

Daytime Phone Number: _____

Evening/Alternate Phone Number: _____

E-Mail Address: _____

WA Residency Certificate Number: _____

Financial Information and Documentation*

Family Size (including yourself) _____

Gross Family Income (including your own) _____

Source of Income, including unemployment:

* Select one from the following list of acceptable types of family income proof:

- Paystubs for last 3 months (for you and your partner/spouse, if applicable)
- Latest Federal Income Tax Return (copy of summary page with signature only)
- Unemployment Proof

Submission of a minimum of 1 type of family income proof is required. Late or incomplete requests will not be considered for a fee reduction.