

## Instructions for the Verification Request Form for the UHS Reduced Program Fee

UHS offers a reduction in the UHS Program fee for students who are eligible for the Federal Reduced/Free Lunch program. Students who wish to receive the UHS Reduced Program Fee must have a completed Verification Request Form.

The form can be found on our website at [https://www.albany.edu/uhs/how\\_to\\_register.php](https://www.albany.edu/uhs/how_to_register.php)  
(Scroll down to the bottom of the page and click “UHS REDUCED PROGRAM FEE VERIFICATION REQUEST FORM”)

**PLEASE NOTE:** If you wish to receive the discounted program fee, you **MUST** complete this process prior to registering online. This means you must complete this step well in advance to the Registration and Payment Deadline. Late registrations will not be accepted. Not receiving the code in time will not be accepted as a valid reason for a late registration.

### **Step 1.**

#### **Student Completes Section A**

You must enter all required information on the form. Please make sure to enter the correct email address for yourself and your Guidance Counselor/Principal. The form will not be processed if any of this information is incorrect. You will receive a confirmation email after you submit Section A.

### **Step 2.**

#### **Guidance Counselor/Principal Completes Section B**

The Guidance Counselor/Principal will need to enter their information correctly and verify that you are either eligible or not eligible for the Federal Free/Reduced Lunch program. The Guidance Counselor/Principal will receive a confirmation email after they submit Section B.

### **Step 3.**

#### **Student receives decision**

You will receive an email letting you know that your Guidance Counselor/Principal has completed the form. There will be two possible outcomes:

1. The Counselor/Principal states you are eligible.
  - a. You will receive a promotional code to use during the online registration for your course.
2. The Counselor/Principal states you are not eligible.
  - a. You will be informed to complete registration and pay the full program fee.

### **Step 4.**

#### **Student registers online**

You will complete your online registration and payment by using the Registration Instructions provided by your teacher. After you have added the correct course to your cart, enter your promotional code, if you received one, click “Apply.” You must make sure that the correct price shows before continuing.

Promotional Code	Apply
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