xello

Share the fee waiver form in Xello

Your students can fill out and upload their fee waiver form to Xello for you to send to their chosen schools. Use this guide for the most efficient way to share the form with your students.

Complete your portion of the fee waiver

Prepopulate your parts of the form to save you time. Visit the National Association for College Admission Counseling (NACAC) site and download the fee waiver form. Complete the **Authorized Official** section and choose a location on your computer to save the filled-out PDF.

Upload the form to Xello

Add your saved form as a **Dashboard resource** for your students to add their part.

1. From your educator account, click **Features** and select **Dashboard resources**.

2. From the top right of the page, click **Add resource**. A modal window opens.

3. From where you saved the PDF earlier, drag and drop the file.

4. Enter the title and select the group you want it to **Display for**.

5. Click **Save**.

   - Your prepopulated fee waiver PDF will now show on the students' dashboard under **Resources**.
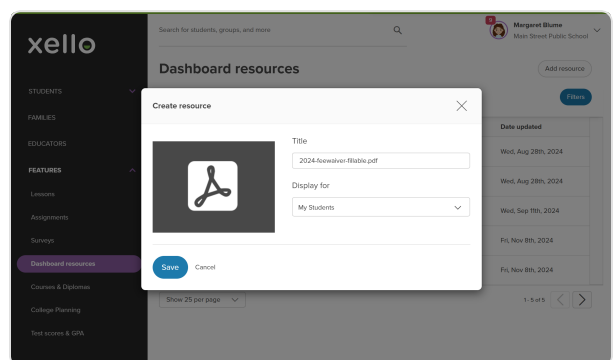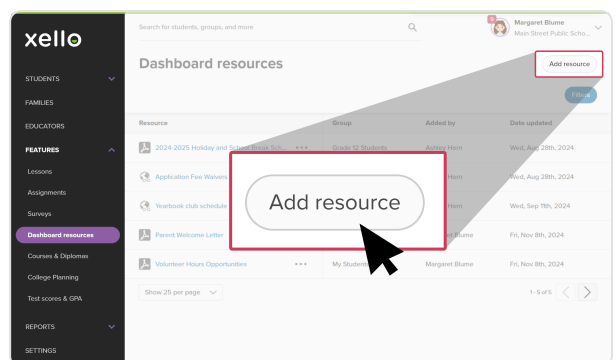
Let your students know

To save your students time and effort looking for the fee waiver online, send a message to let them know you've already uploaded it to Xello.

1. From your educator account, click **Students** and select **Student groups**.

2. Select the group you chose when uploading the fee waiver.

3. Click **Send message**.

4. Enter the title. Write a message letting them know to download and complete the form located on their dashboard before uploading it to Xello.

5. You can also add the form directly to this message by clicking **Attach files**.

6. Click **Send**.
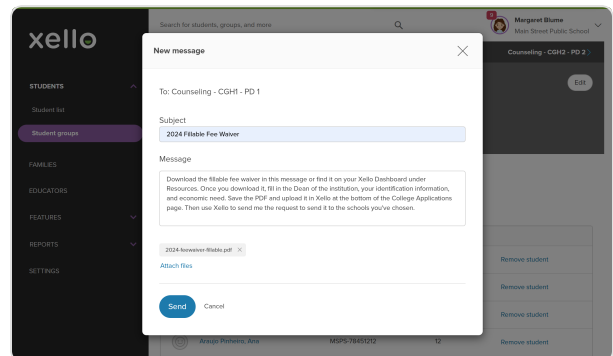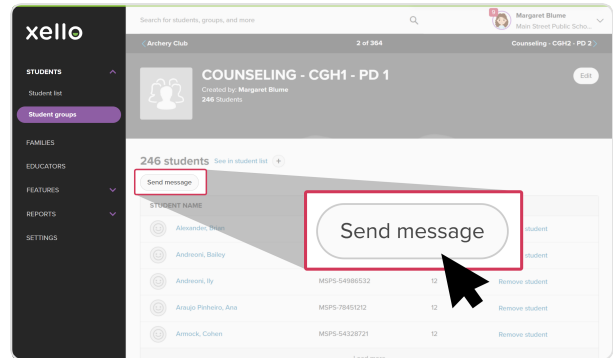
FYI: to learn how your students request fee waivers in Xello, check out How students send fee waiver requests in Xello.