

## NAIA Clearinghouse High School Students

### Step 1

- Register at [www.playnaia.org](http://www.playnaia.org)

Costs:

\$60 for domestic Students (\*Fee Waiver available if you qualify)

\$85 for International Students (**All international students must pay the \$85 fee**)

**Fee Waivers** Registration fee waivers are offered based on need and are available when a student currently qualifies for a waiver of SAT or ACT testing fees or for a free or reduced school lunch program. Fee waivers for high school students are verified through the student's high school counselor.

Fee waivers for transfers from two- or four-year colleges are based on a student's qualification for a minimum of \$4,500 in Federal Pell Grants. Fee waivers are verified through the college's office of financial aid.

Do not submit a credit card payment if you are eligible to receive a fee waiver. **No refunds are issued for credit card payments made prior to receipt of a fee waiver confirmation.**

Students are responsible for contacting the appropriate school official to have the fee waiver confirmation letter sent directly to the NAIA Eligibility Center.

**Students must register and select the fee waiver option before the school can submit the confirmation.** Please provide the instructions below to your school. Confirmations must include the student's EC ID number.

### Step 2

- Send your NAIA ID number and specify if you did qualify for the fee waiver to: Guillermo Sanchez [gsanchez@graceland.edu](mailto:gsanchez@graceland.edu)

### Step 3

- Send High School Official Final Transcripts including class rank to:

NAIA Eligibility Center  
P.O. Box 15340  
Kansas City, MO 64106

- Send ACT or SAT scores to the NAIA. Code 9876

**Step 4 (only for students coming from High School) NOTE: if you are on the top 50% of your graduating class you do not need to send ACT or SAT as long as you have a 2.5 GPA**

### Forms and Links:

- High School Transcripts Request Form  
<http://www.playnaia.org/transcriptRequestForm/highSchool.php>
- Fee Waiver Request Form and Instructions  
[http://www.playnaia.org/d/NAIA\\_EligibilityCenter\\_FeeWaiverInstructions.pdf](http://www.playnaia.org/d/NAIA_EligibilityCenter_FeeWaiverInstructions.pdf)
- Am I eligible? <http://www.playnaia.org/page/eligibility.php>

If you have any questions please email [gsanchez@graceland.edu](mailto:gsanchez@graceland.edu)