

# DECAF

DEBT EDUCATION AND CERTIFICATION FOUNDATION

## Fee Waiver Request Form

Client Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Client Last 4 Digits of SSN: \_\_\_\_\_ State of Residence: \_\_\_\_\_

Client Phone Number: \_\_\_\_\_ Client Alt Phone: \_\_\_\_\_

Attorney Name: \_\_\_\_\_ Law Firm or BTX : \_\_\_\_\_

Attorney email address \_\_\_\_\_

Chapter 7:  Fee Waiver Form (for **online** Credit Counseling and Debtor Education courses)

Chapter 13:  Online Credit Counseling course OR  Online Debtor Education course

Chapter 13 Requires a Fee Waiver Form be submitted for each course

**To qualify for a Fee Waiver, the Gross Household Income must be less than the numbers listed in the chart below. Fee Waiver Requests must be submitted and approved before courses are taken.**

How many persons are in your family or household? (Circle your selection)	48 Contiguous States and DC, PR, VI, Guam	Alaska	Hawaii
1	\$ 17,655	\$ 22,080	\$ 20,325
2	\$ 23,895	\$ 29,880	\$ 27,495
3	\$ 30,135	\$ 37,680	\$ 34,665
4	\$ 36,375	\$ 45,480	\$ 41,835
5	\$ 42,615	\$ 53,280	\$ 49,005
6	\$ 48,855	\$ 61,080	\$ 56,175
7	\$ 55,095	\$ 68,880	\$ 63,345
8	\$ 61,335	\$ 76,680	\$ 70,515
For each additional Person, add	\$ 6,240	\$ 7,800	\$ 7,170

**Please submit the following documents:**

- This "Fee Waiver request Form"
- Last year's tax return
- Most recent 1 month of paystubs

**Return the required documents by one of the following methods and you will be contacted within 1-2 business days and given the results of your request:**

- EMAIL: [feewaiver@debt-foundation.org](mailto:feewaiver@debt-foundation.org) (include the subject "Fee Waiver Request" on your email)
- FAX: 1.866.725.9008 (subject "Fee Waiver Request") or MAIL: DECAF, 112 Goliad Street, Benbrook, TX76126