



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 apply 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	\$ 18,210	\$ 22,770	\$ 20,940
2	\$ 24,690	\$ 30,870	\$ 28,395
3	\$ 31,170	\$ 38,970	\$ 35,850
4	\$ 37,650	\$ 47,070	\$ 43,305
5	\$ 44,130	\$ 55,170	\$ 50,760
6	\$ 50,610	\$ 63,270	\$ 58,215
7	\$ 57,090	\$ 71,370	\$ 65,670
8	\$ 63,570	\$ 79,470	\$ 73,125
For each additional Person, add	\$ 6,480	\$ 8,100	\$ 7,455

**Please submit the following documents:**

- This “Fee Waiver request Form”
- Last year’s tax return or IRS Tax Transcript - Form 4506-T
- 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