



## Fee Waiver Policy

No one will be turned away due to inability to pay.

There are 3 options if paying for Thrive's fees may be difficult:

1. Payment plan
2. Reduced fee
3. Fee waiver (scholarship)

After a consultation, clients may request a **payment plan** for fees for Thrive's services. If needed, payments are typically divided into 3 payments. The first payment is due before Thrive begins work on the case. The final payment is due before any applications are submitted.

A client who is unable to pay for Thrive's services may request a reduced fee or fee waiver (scholarship) for most of Thrive's services. (This is not available for services connected to USCIS/NVC applications like an I-864 or I-134 that require an applicant to show he/she or his/her sponsor has sufficient financial income/assets.)

Clients below 125% of the poverty guidelines or who receive a means-tested public benefit (SNAP, TANF, MA) may qualify for a **reduced fee** for Thrive's services. A reduced fee is the LawLogix fee + printing/postage fee + 30% of the usual fees for Thrive's preparation services.

If a client has extreme circumstances (i.e. living in a shelter, job loss, unusual medical bills) that would prevent him/her from paying the reduced fee, he/she may request a **fee waiver (scholarship)** for Thrive's services. These are considered on a case-by-case basis and may waive Thrive's service fees, the LawLogix fee and/or the printing/postage fee. The LawLogix and printing/postage fees are only waived in rare circumstances.

Reduced fee or fee waiver applicants must complete an application about their situation. In addition, applicants must submit documentation, which could include:

- Current pay stubs or other proof of income for all adults in the household
- Most recent tax return
- Proof of current public benefits received
- Proof of extreme economic hardship

All fee waivers are determined by a member of Thrive's board of directors and an immigration staff member.

*\*Please note that if you receive a reduced fee/fee waiver from Thrive, you are still responsible for applicable fees from USCIS/NVC. However, if appropriate and available, Thrive will also help you complete a fee waiver request for USCIS forms\*.*



## Immigration Program Fee Waiver Application

*The following is a request for a reduced fee/fee waiver for Thrive's immigration service fees. Please provide accurate information. Willingly providing false information may be a reason for Thrive to stop services on your case or require full payment.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Services requested: \_\_\_\_\_

Number of adults (18 and older) living in the household who share expenses together: \_\_\_\_\_

Number of youth (17 years old or younger) living in the household: \_\_\_\_\_

Total gross income (before taxes) from any sources of all people who share expenses in the household: \_\_\_\_\_

Is this gross income amount per week/every 2 weeks/per month?

Are there unusual circumstances causing financial difficulties to pay Thrive's immigration fees? \_\_\_\_\_

Attach proof of your income such as:

- Current pay stubs or other proof of income for all adults in the household,
- Most recent tax return,
- Proof of current public benefits (TANF/SNAP/Medical Assistance) received, or
- Proof of extreme economic hardship

Please sign below to show that the above information is correct to the best of your knowledge. By signing, you also agree to notify the program if your household income increases.

\_\_\_\_\_  
Signature of client (or parent if client is a minor)

\_\_\_\_\_  
Printed name of client (or parent if client is a minor)

\_\_\_\_\_  
Date

*\*Please note that if you receive a reduced fee/fee waiver from Thrive, you are still responsible for applicable fees from USCIS/NVC. However, if appropriate and available, we will also help you complete a fee waiver request for these forms.\**