



CSS/Financial Aid PROFILE Fee Payment Code Service

Colleges and scholarship programs that wish to pay the CSS/Financial Aid PROFILE fee for applicants may purchase Fee Payment Codes from the College Board. These codes cover the student's registration fee as well as the reporting fee for one college or scholarship program.

Option 1: College/Program-Specific Codes - Colleges/programs that use PROFILE and want to buy Fee Payment Codes for their students may opt to be billed for the codes as they are used rather than pre-paying for them. When Fee Payment Codes are ordered, **they are assigned to the college/program that requested them.** Students may use one of these codes to pay for reporting to only the college or program that issued it.

Option 2: Pre-Paid Codes - Colleges/programs may also purchase pre-paid codes that can be used to pay for any college or program.

Colleges and programs may order as many Fee Payment Codes as they wish. We suggest, however, for pre-paid orders, that colleges/programs order only the minimum number of codes required and order additional codes as needed, as pre-paid orders cannot be refunded.

Colleges and programs purchasing Fee Payment Codes should distribute the codes to their students and instruct them to follow the instructions and guidelines outlined below.

Instructions and Guidelines:

- Fee Payment Codes are unique and only valid for one use.
- No refunds can be given to students who have already paid the PROFILE fees.
- No refunds can be given for pre-paid codes.
- Students may enter up to 16 Fee Payment Codes to pay for their PROFILE fees.
- Domestic and international students may use Fee Payment Codes.

How to Use College/Program-Specific Fee Payment Codes:

On the PROFILE Online Fee Payment Code page, students must enter the unique six-digit Fee Payment Code in the "Fee Payment Code" box and your organization's CSS Code in the "CSS Code" box.

How to Use Pre-Paid Fee Payment Codes:

On the PROFILE Online Fee Payment Code page, students must enter the unique six-digit Fee Payment Code in the "Fee Payment Code" box and **9453** in the "CSS Code" box.

How to Order Fee Payment Codes:

To order PROFILE Fee Payment Codes, click the link for the type of Fee Payment Code you want to order. Fill out the form and click the **Submit by Email** button or fax the form to **703-935-8263**, attention: PROFILE Fee Payment Code Order.