


Systemwide Budget Office  
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**CODED MEMO B 2015-02 (Revised)**

**To:** Chief Administrators and Business Officers (CABO)

**From:** Kara Perkins, Executive Budget Director 

**CC:** EVC Steve Relyea and Loren Blanchard, CSSA Executive Director Miles Nevin, CSU Presidents, Financial Officers, and Budget Officers

**Date:** November 20, 2015

**Re:** Update to Student Involvement and Representation Fee Guidelines

**Attachments:** **Updated SIRF Guidelines** and Frequently Asked Questions Regarding SIRF

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As you are aware, on January 28, 2015 the CSU Board of Trustees established a new fee category for systemwide voluntary student fees. The Student Involvement and Representation Fee (SIRF) fits into this category, now known as Category VI. The fee assessment began in the fall of 2015. The voluntary SIRF was implemented at a rate of \$2 per term. Collection of this fee should occur twice annually, in the fall and spring academic terms.

In order to support consistent collection and transmittal of revenue from SIRF, systemwide guidelines were created. After fall term collections were processed a number of inconsistencies were noted, and have since been updated in the guidelines document to provide clearer and more accurate collection of the SIRF fee from all students who do not choose to opt out. These changes are noted in bold underlined text throughout the revised guidelines document.

The implementation of this fee resulted in revision to the Student Fee Executive Order 1054, which was superseded by [Executive Order 1102](#) on July 22, 2015.

The SIRF guidelines identify key areas that should be addressed to facilitate fee implementation: authority and oversight, collection and administration, transmittal of fee revenue, fee refund and waivers, and transparency and communication. Also included in the attachments are frequently asked questions.

Questions concerning SIRF guidelines may be directed to Kara Perkins or another System Budget Office staff member at (562) 951-4560. Please reference the [staff directory](#) for additional contact information.

Attachments

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**CSU Campuses**  
Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego

San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus