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Allison G. Jones
Assistant Vice Chancellor

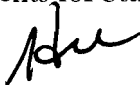
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MEMORANDUM

Code: AA-2008-33

Date: September 9, 2008

To: CSU Provosts and Vice Presidents for Academic Affairs
CSU Vice Presidents for Student Affairs

From: Allison G. Jones 
Assistant Vice Chancellor

Subject: Admission Application Fee Waiver for 2009-2010

The attached "Request to Waive Admission Application Fee" and income eligibility tables reflect updated criteria to determine eligibility for fee waivers for 2009-2010 pursuant to Section 41800.1(d)(5) of Title 5 of the California Code of Regulations that calls for the waiver of payment of the admission application fee for reason of undue hardship.

The income criteria used to determine eligibility for single independent applicants and independent applicants without dependent children represent the 2008 poverty guidelines established by the U.S. Department of Health and Human Services. For dependent applicants and independent applicants with dependent children, the criteria represent the approximate income at which no contribution would be expected from the parents or the independent student based on the federal need analysis methodology for student financial aid programs for 2009-2010.

Each campus is responsible for printing and distributing the "Request to Waive Admission Application Fee" forms. The form should be printed with the citizenship or immigration status certification on the reverse side. The income eligibility table should not be distributed to prospective applicants.

When an admission application is received without the required fee, the application should be retained by the admission office and a request for payment should be sent to the applicant along with the "Request to Waive Admission Application Fee" form. If the request for fee waiver is denied, the campus should notify the applicant that he or she has up to 30 days to pay the required fee for the admission application to be processed. Applicants applying for admission through CSUMentor are provided an opportunity to apply electronically for a fee waiver with immediate analysis of their eligibility.

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Campuses may, under exceptional circumstances, authorize approval of a request to waive the admission application fee based on additional information provided by the applicant or the parents if family financial circumstances have significantly changed from those which are required to be reported on the fee waiver request. The additional information and the basis for approval should be retained with the fee waiver request.

Questions about the fee waiver eligibility tables or application form may be directed to Mr. Dean Kulju, Director, Financial Aid and Scholarship Programs, at (562) 951-4737, or dkulju@calstate.edu.

AGJ:dk
Attachments (2)

c: Dr. Gary W. Reichard
Dr. Keith O. Boyum
Mr. Richard P. West
CSU Presidents
CSU Vice Presidents, Administration
Directors of Admissions and Records
Directors of Financial Aid