

Academic Affairs, Student Academic Support  
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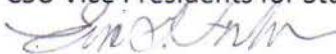
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## MEMORANDUM

**Code: AA-2012-07**

**Date:** May 18, 2012

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

**From:**   
Eric G. Forbes  
Assistant Vice Chancellor

**Subject:** Updated Admission Application Fee Waiver for 2012-2013

The attached "Request to Waive Admission Application Fee" and income eligibility tables reflect updated criteria to determine eligibility for fee waivers for winter 2013 or spring 2013 applicants 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. Pursuant to Sections 68130.7, 66021.6, 66021.7, and 76300.5 to the Education Code relating to student financial aid (California Dream Act), recent updates have been incorporated in the form to facilitate consideration of additional students.

While changes have been incorporated in this form, due to the annual maintenance cycle for CSU Mentor, corresponding changes to the online fee waiver logic will not become available until the fall 2013 application cycle. Therefore, applicants for winter 2013 or spring 2013 who may initially be denied the fee waiver on CSU Mentor should be provided access to this updated copy of the fee waiver. If 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.

The income criteria used to determine eligibility for single independent applicants and independent applicants without dependent children represent the 2011 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 2012-2013.

### CSU Campuses

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Each campus is responsible for printing and distributing the "Request to Waive Admission Application Fee" forms needed. 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.**

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, at (562) 951-4737, or [dkulju@calstate.edu](mailto:dkulju@calstate.edu).

EGF/dk  
Attachment

- c: Dr. Ephraim P. Smith, Executive Vice Chancellor and Chief Academic Officer
- Dr. Benjamin F. Quillian, Executive Vice Chancellor and Chief Financial Officer
- Dr. Ron Vogel, Associate Vice Chancellor, Academic Affairs
- Mr. Nathan Evans, Director of Enrollment Management Services
- Mr. Dean Kulju, Director of Financial Aid
- CSU Presidents
- CSU Vice Presidents, Administration
- Directors of Admissions and Records
- Directors of Financial Aid