MEMORANDUM

Date: September 11, 2015

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

From: Eric G. Forbes
Assistant Vice Chancellor

Subject: Undergraduate Admission Application Fee Waiver for 2016-2017

The attached income eligibility tables reflect updated criteria to determine eligibility for undergraduate student fee waivers for 2016-2017 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 125 percent of the 2015 poverty guidelines established by the U.S. Department of Health and Human Services. In addition, the criteria now represent the approximate income at which a $1,000 contribution would be expected from the parents of dependent applicants or the independent student with dependent children based on the federal need analysis methodology for student financial aid programs for 2016-2017. Since the income cutoffs will be higher, we expect more students will qualify for the application fee waiver.

Applicants applying for admission through CSUMentor are provided an opportunity to apply for an application fee waiver. CSUMentor will be modified to reflect these changes. Because CSUMentor provides an immediate and preliminary analysis of eligibility for an application fee waiver, the use of fee waiver form will be limited. 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 Undergraduate 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.

Each campus is responsible for printing and distributing the Request to Waive Undergraduate Admission Application Fee forms needed. The form will be provided to appropriate campus personnel separate from this memo. The form should be printed with the citizenship or 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
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.

EGF/dk
Attachment

c: Dr. Timothy P. White, Chancellor
    CSU Presidents
    Dr. Loren J. Blanchard, Executive Vice Chancellor
    Mr. Steve Relyea, Executive Vice Chancellor and Chief Financial Officer
    Mr. Dean Kulju, Director of Financial Aid
    CSU Vice Presidents, Administration
    Directors of Admissions and Records
    Directors of Financial Aid