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MEMORANDUM

Code: AA-2015-13

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

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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