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April 25, 2005

MEMORANDUM

TO: CSU Presidents

FROM: Charles B. Reed
Chancellor

SUBJECT: Convenience Fee — Executive Order Number 942

Attached is a copy of Executive Order Number 942, which authorizes campus presidents to establish a Convenience Fee after consideration of the fee by the campus fee advisory committee and as outlined in the executive order. The fee should only be implemented if necessary.

In accordance with policy of the California State University, the campus president has responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

If you have questions regarding this executive order, please call the system Budget Office at (562) 951-4560.

CBR/cc

Attachment

cc: Executive Staff, Office of the Chancellor

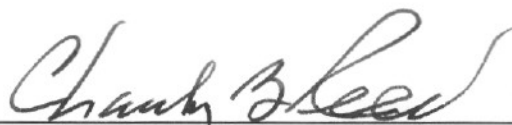
The California State University
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4560

Executive Order: 942
Effective Date: April 25, 2005
Supersedes: Executive Orders 737, 800, and 885
Title: Convenience Fee

This executive order is issued under the authority granted by Education Code Sections 89035 and 89700, Standing Orders of the Board of Trustees, Chapter II, i, and Board of Trustees' Resolution RFIN 03-04-00, and consonant with Executive Order Number 740.

Effective April 25, 2005, after consideration by the campus fee advisory committee, campus presidents are authorized to establish a Category III Convenience Fee. If implemented, the Convenience Fee will be assessed on each registration transaction paid by telephone or the Internet. Convenience Fees may not be applied to in-person transactions. Students should continue to have the option to make registration payments in person without a Convenience Fee charge. The Convenience Fee must cover the actual cost of providing the convenience and should not exceed an initial rate of \$10 per transaction. Future adjustments to the Convenience Fee should be processed consistent with the CSU Student Fee Policy, Executive Order 740. Further, a campus that implements the Convenience Fee has the responsibility to keep informed and comply with California statutes regarding related fees, as well as comply with card association and card company policies whose credit cards are accepted by the university in payment of fees.

In accordance with Section 89724(a) of the Education Code, revenue collected from Convenience Fees for state-supported courses shall be deposited in the State Treasury and credited to the General Fund for the support of the university in addition to such other amounts as may be appropriated therefor by the Legislature. In accordance with Education Code Sections 89704 and 89721(i), revenue collected from Convenience Fees for extended education courses may be deposited either in the State University Continuing Education Revenue Fund in the State Treasury or in a local trust account



Charles B. Reed, Chancellor

Date: April 25, 2005