

Academic Affairs, Student Academic Support  
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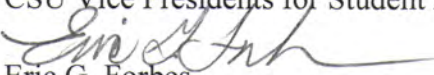
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## MEMORANDUM

Code: AA-2012-14

**Date:** September 5, 2012

**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 2013-2014

The attached "Request to Waive Undergraduate Admission Application Fee" form and income eligibility tables reflect updated criteria to determine eligibility for undergraduate student fee waivers for 2013-2014 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 2012 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 2013-2014.

Applicants applying for admission through CSUMentor are provided an opportunity to apply for an application fee waiver. Because CSU Mentor 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 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.**

#### CSU Campuses

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Northridge • Pomona • Sacramento • San Bernardino • San Diego • San Francisco • San José • San Luis Obispo • San Marcos • Sonoma • Stanislaus

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. Charles B. Reed, Chancellor
- CSU Presidents
- 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 Vice Presidents, Administration
- Directors of Admissions and Records
- Directors of Financial Aid