

Student Academic Services  
Academic and Student Affairs  
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October 2, 2018

**CODED MEMORANDUM**

**ASA-2018-12**

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

FROM: Nathan S. Evans   
Interim Assistant Vice Chancellor

SUBJECT: Undergraduate Admission Application Fee Waiver for 2019-20

The attached income eligibility tables reflect updated criteria for determining eligibility for 2019-20 undergraduate student fee waivers pursuant to Section 41800.1(d)(5) of Title 5 of the California Code of Regulations, which calls for waiving payment of the admission application fee for reasons 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 2017 poverty guidelines established by the U.S. Department of Health and Human Services. In addition, the criteria 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 2019-20 student financial aid programs. Consistent with federal application changes, eligibility is now based on an earlier tax year (2017).

Individuals applying for admission through Cal State Apply are automatically considered for an application fee waiver based on the information requested in the application. Because Cal State Apply provides an immediate and preliminary analysis of eligibility for an application fee waiver, the use of fee waiver forms are no longer required. In the rare event that a paper 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 *Application Fee Waiver Appeal* form. If the request for fee waiver is denied, the campus should notify the applicant that he or she has 30 days to pay the required fee in order for the admission application to be processed.

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 reported on the fee waiver request. The *Application Fee Waiver Appeal* form may be used in this scenario. The additional information and the basis for approval should be retained with the fee waiver request.

**CSU Campuses**  
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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

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Each campus is responsible for printing and distributing the *Application Fee Waiver Appeal* form as needed. The form will be provided to appropriate campus personnel separate from this memo. 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.

Questions about the fee waiver eligibility tables or application form may be directed to Mr. Dean Kulju, director of student financial aid programs and services, Student Academic Services, at (562) 951-4737 or [dkulju@calstate.edu](mailto:dkulju@calstate.edu).

NE/dk

Attachment

c: Dr. Timothy P. White, Chancellor  
CSU Presidents  
Dr. Loren J. Blanchard, Executive Vice Chancellor of Academic and Student Affairs  
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  
Directors of Outreach