

**CSU Business and Finance**  
*System Budget Office*  
*Revised June 2016*

---

# Student Involvement and Representation Fee Implementation Guidelines

## I. Summary

On January 28, 2015 the CSU Board of Trustees established a new Category systemwide voluntary student fee, the Student Involvement and Representation Fee.

***Policy on Voluntary Statewide Student Involvement and Representation Fee (SIRF)  
(RFIN 01-15-02)***

***RESOLVED***, by the Board of Trustees of the California State University that, the trustees act to implement the voluntary Student Involvement and Representation Fee (SIRF) at a rate of \$2 per term. Collection of the fee shall occur twice annually in the fall and spring academic terms. The fee assessment shall commence in the fall of 2015. Each time the fee is assessed, students will be provided a clear and unambiguous means to decline the payment of the fee.

Systemwide guidelines have been established for implementation of this fee commencing with the fall 2015 academic term. The guidelines cover the following:

- Fee authority and oversight
- Fee collection and administration at CSU campuses
- Transmittal of fee revenue to the Student Involvement and Representation Fund
- Fee Refund and Waivers
- Transparency and Communication

## II. Introduction

Systemwide guidelines are provided to support consistent collection and transmittal of revenue from the Student Involvement and Representation Fee. Additionally, implementation of this fee resulted in revision to the CSU student fee policy that addresses authority and oversight of systemwide fees.

## III. CSU Implementation Guidelines for the Student Involvement and Representation Fee

- **Authority and Oversight**

The Student Involvement and Representation Fee (SIRF) (or “fee” in the following guidelines) is governed by CSU Board of Trustees (BOT) resolution RFIN 01-15-02. To implement the BOT resolution, the following actions have been taken:

- 1) Executive Order 1102 defines fee category VI for systemwide voluntary student fees.
- 2) EO 1102 indicates chancellor’s oversight and adjustment of the systemwide voluntary fee category after consultation with the California State Student Association (CSSA).
- 3) EO 1102 provides an allowance for inflationary adjustments to be approved by the chancellor without additional action by the Trustees. Authority for such adjustments rests solely with the chancellor after consultation with CSSA. Prior to implementing any adjustment, the chancellor must report the planned adjustment amount to the Trustees. The allowance for inflationary adjustments shall not be considered automatic on an annual basis, but rather allowable should the chancellor deems it necessary following consultation with CSSA.
- 4) In order to maintain accountability and oversight of the fee within Chancellor’s Office (CO) funds, the revenue from this voluntary fee will be held in the Student Involvement and Representation Fund fee account – a local trust fund.

**Note:** EO 1054 was superseded by EO 1102. The SIRF fee is now part of Category VI – Systemwide Voluntary Fees. Information about authority, responsibility and accountability can be found at <https://www.calstate.edu/eo/EO-1102.pdf>

- **Fee Collection and Administration**

- 1) The CSU campus will serve as an agent for the receipt and transmission of the fee on behalf of CSSA.
- 2) Campuses should create a separate fund for this fee within CSU Fund 436 that is mapped to FNAT key 131191 titled "Agency SIRF."
- 3) Campuses should use object code 206702 "Depository Account – SIRF" to record both the inflow and remittance to the CO outflow.
- 4) The campus retains the interest earnings on the Fund – "Agency SIRF".
- 5) The campus is to collect payment from students when the initial fees for enrollment are paid, up to 30 calendar days following campus census date.
  - a) The campus cannot prorate this fee for installment plans.
  - b) Students who choose to opt-out must take action to perform a self-service opt-out at or before the time of fee payment, up to 30 calendar days following census date.
  - c) The campus cannot refund the fee to students after it has been paid.
  - d) The campus cannot waive this fee.
  - e) At the conclusion of 30 calendar days following campus census date, and not prior to that date, unpaid SIRF fees shall be administratively cleared from student accounts.
- 6) Campuses must reconcile fees prior to the collection of the fee revenue to the Office of the Chancellor.
- 7) The Chancellor's Office will process a Cash Posting Order (CPO) to collect the revenues within a reasonable time frame after the 30-day period following census.
- 8) The CO will record the revenue in object code 501120 in CSU Fund 496 and make it available for expenditure by CSSA immediately after collection from the campuses.
- 9) Students eligible for federal, state and CSU fee waivers must be given the opportunity to opt out of the fee. Students eligible for fee waivers who do not take actions to opt-out of the fee will pay SIRF when fees for enrollment are due.
- 10) This voluntary fee should follow Title IV financial aid refund protocol or campus refund protocol prior to campus census date.
  - a) The fee is non-refundable except as mandated by federal or state protocol.

b) The Chancellor's Office will not reimburse the campus for SIRF fee refunds made.

11) This fee is not a systemwide mandatory fee, however, the fee may be counted in the Cost of Attendance calculation for student financial aid eligibility, but cannot be paid from state or CSU tuition designated grants or waivers.

- **Transparency and Communication**

- 1) Campuses should respond to student inquiries with information on how to pay the fee, how perform a self-service opt-out, and the date action must be taken.
- 2) Student Portals should contain a link to an FAQ regarding the fee.
- 3) Students should be made aware of the following via an FAQ maintained on student and financial web-based portals accessible to CSU students and staff.
  - a) Notification that the Common Management System (CMS) registration and fee payment portal's *Student Center* page that includes Account Summary information reflects a Future Due amount may include \$2 charge for CSSA Student Representation Fee and students must take action to opt out of this fee.
  - b) Notification that there is a link in the Important External Links section that provides information on this voluntary fee.
  - c) Notification that there is a statement that students "Please review account activity for any voluntary fees prior to making payment" directive on the *Enroll* screen for course registration which informs students whether the voluntary fee has been charged.
  - d) Notification that the campus cannot refund this fee at any point after the fee has been paid.
  - e) Notification that the students must take action to opt-out on their student portal before or at the time of fee payment, up to 30 calendar days following census date.
- 4) Activities within the Student Involvement and Representation Fund will be subject to an annual independent fiscal audit.
- 5) CSSA shall prepare an annual report for the chancellor that includes information on how revenue from this voluntary fee has been used to provide additional funding support for the development of student policy recommendations; participation in system, state, and national governance; involvement in leadership development activities; and, program support through student and professional staff administration. The annual report shall be provided by October 1.

