


THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

October 25, 1972

TO: Presidents

FROM: Glenn S. Dumke 
Chancellor

SUBJECT: Application Fee - Financial Hardship Waivers -
Executive Order No. 161

I am transmitting to you a copy of Executive Order No. 161 establishing revised procedures for the waiver of admission application fees for reason of financial hardship. Executive Order No. 161 supersedes Executive Order No. 53 dated July 17, 1968.

In view of experience gained during the course of the four years since the enactment of Executive Order No. 53, it has become evident that uniform eligibility criteria are necessary to achieve an equitable allocation of fee waivers throughout the nineteen campuses of The California State University and Colleges.

The Board of Trustees authorized the waiver of application fees in order to facilitate campus efforts to increase educational opportunities to students with financial hardships. By itself, the waiver of the \$20.00 application fee appears to be of little significance. However, it takes on added importance when considered in the context of a widespread effort to overcome the economic barrier imposed by the aggregate of application, testing, and financial need analysis fees.

GSD:nd

cc: Vice Presidents for Academic Affairs
Deans of Graduate Studies
Deans of Students
Business Managers
Deans/Directors of Admissions and Records
Directors of Financial Aid
EOP Directors
Chancellor's Staff


THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

Application Fee - Financial Hardship Waivers
Executive Order No. 161

This Executive Order, effective November 1, 1972, is issued pursuant to Title 5, California Administrative Code, Section 41800.1(d)(5). The following guidelines are established with respect to waivers of payment of an application fee for reason of undue financial hardship:

1. The campus official responsible for administration of the financial aid program shall be assigned the responsibility for authorizing application fee waivers.
2. Application fee waivers shall be granted only upon the basis of undue financial hardship. The Preliminary Financial Aid Application and the request for a waiver of the admission application fee (Attachment A) shall be used to determine whether a student would suffer undue financial hardship by reason of payment of the application fee.
3. For each waiver granted, a form identical to Attachment A shall be signed and dated by the campus official authorized to grant fee waivers. The waiver form shall be forwarded to the campus Admissions Office where it shall be maintained in lieu of the record of payment of the normal application fee.
4. An annual report shall be furnished to the Chancellor's Office, Division of Student Affairs, by the campus Admissions Office. The report shall specify the total number of admission applications filed with the campus, the number of application fee waivers requested, and the number of waivers granted.

Dated: October 25, 1972


Glenn S. Dumke, Chancellor

Attachment

REQUEST TO WAIVE ADMISSION APPLICATION FEE

I (we) have read the statement regarding application fee waivers and hereby request the waiving of the \$20.00 admissions fee for the following reasons:

Name of Applicant (please print) _____

Applicant's signature _____ Date _____

Name of Parents (please print) _____

Parents' signatures* _____ Date _____

_____ Date _____

*Since admissions application fee waivers are primarily designed to accommodate low-income applicants who are dependent upon their families for support, it is expected that at least one (and preferably both) parent(s) will sign the above request. Explain above if both parents are unable to sign.

Office Use Only

Application Fee Waiver Request approved

Application Fee Waiver Request denied

Comments: _____

Signature of authorized campus official _____

Title _____ Date _____

ATTACHMENT A


THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
ADMISSION APPLICATION FEE WAIVER REQUEST

The \$20.00 admission application fee may be waived for financially needy applicants for whom the payment of the fee would constitute an undue financial hardship. To be considered for waiver of the admission application fee, it is essential that the Preliminary Application for Financial Aid be completed. The completed form will be carefully evaluated to determine the availability of financial resources from the income and assets of an applicant's parents, guardians or spouse in addition to the applicant's own resources. The basic criterion for an admissions application fee waiver is whether an applicant is from a low-income family as illustrated in the following table:

<u>Number of Children</u> <u>(including the applicant)</u>	<u>Annual Parental Adjusted</u> <u>Gross Income</u>
1	\$5,000
2	6,000
3	7,000
4	7,500
5	8,000
6	8,250
7	8,500
8	8,750
9 or more	9,000

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

SA 72-72
October 24, 1972

To: Deans of Students
From: David Kagan 
State University Dean, Student Affairs
Subject: Executive Order No. 161 - Admission Application
Fee Waivers

Your attention is invited to Executive Order No. 161, which establishes new procedures for the processing of admission application fee waivers which take effect on November 1, 1972.

In order to implement these new procedures, it will be necessary to achieve close coordination among the activities of the Admissions, Financial Aids, and EOP Offices. Accordingly, we suggest that the following steps be taken:

1. Each campus will be responsible for printing a supply of the Admission Application Fee Waiver Request forms.
2. Admission applications submitted without the \$20 fee and without Part C (The Preliminary Application for Financial Aid) should be routinely returned to the applicant with a request for payment of the fee, as is the present practice at most campuses.
3. Admission applications submitted without the \$20 fee, but with Part C, should also be returned to the applicant with an Admission Application Fee Waiver Request form and appropriate instructions.
4. Upon receipt of both the admission application and Fee Waiver Request form, the entire application should be forwarded to the

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ATTENTION: DEANS/DIRECTORS, ADMISSIONS & RECORDS
DIRECTORS OF FINANCIAL AID
DIRECTORS OF EOP

Copies to: Presidents
Vice Presidents, Academic Affairs
Deans of Graduate Studies
Business Managers
Chancellor's Staff

Financial Aids Office for its review and action.

5. If the request for fee waiver is approved, the Financial Aids Office will return the entire application to the Admissions Office with the notation of action taken and the processing of the application will continue.

6. If the request is denied, the Financial Aids Office will return the entire application to the Admissions Office with the notation of action taken and payment of the application fee will be routinely requested.

DK:mc