

**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**400 Golden Shore**  
**Long Beach, California 90802-4275**

**(310) 985-2800**

**Date:** March 13, 1995

**To:** Presidents

**From:** Barry Munitz  
Chancellor

**Subject:** Installment Payment Plans — Executive Order No. 632

I am transmitting to you a copy of Executive Order No. 632, "Installment Payment Plans." The Executive Order is issued pursuant to recommendations of the CSU Task Force on Installment Payment Plan and trustee resolutions ROR 01-93-02 and RFIN 11-92-13.

In accordance with policy of The California State University, the campus president has the responsibility for implementing Executive Orders where applicable and for maintaining the campus repository and index for all Executive Orders. Questions concerning this delegated process should be directed to Mr. Ron Ashcroft at (310) 985-2900.

BM:rp

Attachment

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**Distribution:** Vice Presidents, Academic Affairs  
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**Executive Order No.:** 632  
**Title:** Installment Payment Plans  
**Effective Date:** March 13, 1995  
**Supersedes:** No Prior Executive Order

This Executive Order is issued pursuant to Education Code Section 89700.1 and standing orders of the Board of Trustees Chapter III Section 6-n related to the installment payments of state university fees and nonresident tuition.

Authority is hereby delegated to each campus president to implement an installment payment plan for state university fees and nonresident tuition in accordance with the Education Code and standing orders and in accordance with the requirements of this Executive Order:

- A. The administrative fee required by subsection (b) of Section 89700.1 and set by trustee resolution RFIN 11-92-13 at \$33 for each semester and \$22 for each quarter to be charged for the State University Fee Installment Payment Plan and the administrative fee for the Nonresident Tuition Installment Payment Plan of fifteen percent (15%) of each installment shall continue as systemwide maximum amounts which campuses may charge students who choose to use the installment payment method adopted by campuses.
- B. Campuses may impose a fee lower than these amounts if they can meet all the requirements of Education Code Section 89700.1.
- C. Campuses may petition the chancellor for permission to impose temporarily a larger fee than these amounts. Campuses must submit to the chancellor reasons for the request. The reasons must be accompanied by documentation that the request is made with the consultation of student representatives as required by the Education Code.
- D. Campuses must remit the interest due the state as required by Education Code Section 89700.1(c) within 45 days after the close of a semester or quarter. Interest is due on outstanding state university fees and nonresident tuition. Details concerning interest payments will be addressed by a letter issued by the CSU Chancellor's Office Accounting Department.

  
Barry Munitz, Chancellor

Dated: March 13, 1995