November 6, 2003

MEMORANDUM

TO:      Dr. Milton A. Gordon, President
          California State University, Fullerton

FROM:    Charles B. Reed
          Chancellor

SUBJECT: Convenience Fee — Executive Order Number 885

Attached is a copy of Executive Order No. 885 that authorizes California State University, Fullerton to establish a Convenience Fee.

In accordance with policy of the California State University, the campus president has responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

CBR/bo

Attachment

cc:      Executive Staff, Office of the Chancellor
         CSU Presidents
Executive Order No. 885

The California State University
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4700

Executive Order: 885
Effective Date: November 6, 2003
Supersedes: No Prior Executive Order
Title: Convenience Fee; California State University, Fullerton

This executive order is issued under the authority granted by Education Code Sections 89035, 89700, 89708, Standing Orders of the Board of Trustees, Chapter III, Sections 1, 2 and 6-f-1, and Board of Trustees’ Resolution RFIN 03-04-00, and consonant with Executive Order Number 740.

Effective November 6, 2003, California State University, Fullerton is authorized to establish a Category III, Convenience Fee. The Convenience Fee will be assessed on each registration transaction paid by telephone or the Internet. Students will continue to have the option to make registration payments in person without a convenience fee charge. The campus should comply with card association and card company convenience fee policy on a continuing basis. The Convenience Fee is established at $5 per transaction.

In accordance with Section 89724(a) of the Education Code, revenue collected from Convenience Fees for state-supported courses shall be deposited in the State Treasury and credited to the General Fund for the support of the university in addition to such other amounts as may be appropriated therefor by the Legislature. Further, in accordance with Education Code Sections 89704 and 89721(i), revenue collected from Convenience Fees for extended education courses may be deposited either in the State University Continuing Education Revenue Fund in the State Treasury or in a local trust account.

Charles B. Reed, Chancellor

Date: November 6, 2003