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CODED MEMORANDUM

Code: ASA-2017-26

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

FROM: Eric G. Forbes 
Assistant Vice Chancellor

SUBJECT: Undergraduate Admission Application Fee Waiver for 2018-2019

The attached income eligibility tables reflect updated criteria for determining eligibility for undergraduate student fee waivers for 2018-19 pursuant to Section 41800.1(d)(5) of Title 5 of the California Code of Regulations, which calls for waiving of payment of the admission application fee for reason 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 2016 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 student financial aid programs for 2018-19. Consistent with the federal application changes, eligibility is now based on an earlier tax year (2016).

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 will no longer be 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 up to 30 days to pay the required fee 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 that are required to be 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.

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Each campus is responsible for printing and distributing the *Application Fee Waiver Appeal* forms 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, Financial Aid, at (562) 951-4737 or dkulju@calstate.edu.

EGF/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