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ALLISON G. JONES

Assistant Vice Chancellor

Academic Affairs – Student Academic Support

Code: AA-2004-28

August 2, 2004

To: CSU Vice Presidents/Deans of Student Affairs
CSU Provosts/Vice Presidents, Academic Affairs

From: Allison G. Jones 

Subject: **Admission Application Fee Waiver Form and Eligibility Tables for 2005-2006**

The attached “Request to Waive Admission Application Fee” and income eligibility tables reflect updated criteria to determine eligibility for fee waivers for 2005-2006 pursuant to Section 41800.1(d)(5) of Title 5 of the California Code of Regulations that calls for the waiver 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 the 2004 poverty guidelines established by the U.S. Department of Health and Human Services. For dependent applicants and independent applicants with dependent children, the criteria represent the approximate income at which no contribution would be expected from the parents or the independent student based on the federal need analysis methodology for student financial aid programs for 2005-2006.

The income eligibility table incorporates recent changes to the federal need analysis methodology tables related to state and local taxes and to federal income taxes. These recent changes result in reduced allowances for tax liability of families that result in higher disposable income and a higher available income used to determine the amount of the expected family contribution for financial aid purposes.

Each campus is responsible for printing and distributing the “Request to Waive Admission Application Fee” forms. The form should be printed with the citizenship/immigration status certification on the reverse side. The income eligibility table should not be distributed to prospective applicants.

When an 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 “Request to Waive Admission Application Fee” 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. Applicants applying for admission through CSUMentor are provided an opportunity to apply electronically for a fee waiver with immediate analysis of their eligibility.

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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 which are required to be reported on the fee waiver request. The additional information and the basis for approval should be retained with the fee waiver request.

Questions about the fee waiver eligibility tables or application form may be directed to Ms. Mary L. Robinson, Associate Director, Academic Affairs, Student Academic Support, at (562) 951-4737, or e-mail mlrobinson@calstate.edu.

AGJ:MLR

Attachments

cc: Dr. David S. Spence
Mr. Richard P. West
CSU Presidents
Deans/Directors, Admission and Records
Directors of Financial Aid

Certification of United States Citizenship or Immigration Status

Last Name First Name MI Campus

I am a U.S. citizen. Yes No

If you are not a U.S. citizen, please check one of the following:

- I am a U.S. permanent resident and have a Permanent Resident Card (I-551).
- I am a conditional permanent resident (I-151C).
- I am a noncitizen with an Arrival-Departure Record (I-94) from the United States Citizenship and Immigration Services (USCIS) showing one of the following designations: (a) "Refugee," (b) "Asylum Granted," (c) "Indefinite Parole," and/or "Humanitarian Parole," or (d) "Cuban-Haitian Entrant."
- I hold a valid nonimmigrant visa. Please state which visa you hold and its expiration date:
 Visa _____ Expiration Date _____
- I am a citizen of the Freely Associated States (Federated States of Micronesia, the Marshall Islands, or Palau).
- I am a dependent of a noncitizen classified as NATO-1 through NATO-7.
- I am a noncitizen who has been paroled into the U.S. under Section 212(d)(5) of the Immigration and Nationality Act.
- I am a noncitizen who has been battered or subjected to extreme cruelty in the United States by my spouse or my parent(s) or a member of my spouse or parent's family residing in the same household as me and I have been approved or have a petition pending which sets forth a prima facie case of eligibility for an immigrant visa under certain provisions of the Immigration and Nationality Act.
- None of the above.

CERTIFICATION—To be read and signed by all individuals completing this form.

I certify under penalty of perjury that the information provided by me on this form is true, complete and accurate.

Signed at: _____

City and County Signature Date

**The California State University
Income Eligibility Tables
For Admission Application Fee Waivers
2005-2006**

Review all responses in Section C and D on the "Request to Waive Admission Application Fee" form. If Section C was completed and Section D was not, follow the instructions for determining the eligibility of self-supporting applicants using Table 1. If the Section D was completed, follow the instructions for determining the eligibility of dependent applicants using Table 2.

Independent Applicants

Compare the applicant's household size in Section C with the number of dependent children listed in Section C. If the applicant indicated that his/her household includes dependent children or that the total size of his/her household is greater than 2, use Table 2 to determine eligibility for a fee waiver. Compare the applicant's income reported in Section C on the form with the income on Table 1 that corresponds to the size of household. If the applicant's income does not exceed the table amount, a fee waiver should be approved.

TABLE 1

Independent Student Status	Size of Applicant's Household	Total Income of Applicant (and Spouse) Taxable and Untaxed
Household of 1	1	\$ 9,310
Household of 2, No dependent children	2	12,490

For independent students with dependent children or household sizes in excess of 2, use the income for the appropriate family size from Table 2 for dependent applicants.

Dependent Applicants

Locate the size of the household line on Table 2 that corresponds to the response in Section D (or Section C) on the fee waiver request form. Compare the parents' total income reported in Section D (or the applicant's income in Section C) on the form with the income on Table 2 that corresponds to the size of household. If the parents' income (or the applicant's income) does not exceed the table amount, a fee waiver should be approved.

TABLE 2

Size of Parents' Household	Total Income of Parent(s) Taxable and Untaxed
2	\$20,600
3	24,300
4	29,300
5	34,000
6	39,200
7	43,200
8	47,200

Add \$4,000 for each additional family member when there are more than eight in the household.