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Guidelines for Waiving Miscellaneous Student Fees

Overview: Multiple miscellaneous fees can be a significant financial burden for students who are low income or who are undergoing significant hardships.

Therefore the Chancellor's Committee on Student Services and Fees (CACSSF) encourages departments and units to waive miscellaneous student fees for these students whenever possible. While we encourage such waivers, we recognize granting fee waivers is at the discretion of the department. CACSSF is cognizant of the financial impact waiving miscellaneous student fees may have on the department or unit and that strategies to maintain revenue may need to be developed.

Criteria for Waiving Fees: We recommend that the following students be eligible for waivers of miscellaneous student fees:

1. Students who receive Pell Grants. Pell Grants are awarded by the federal government to students who meet guidelines for low-income eligibility.
2. Students with a documented significant hardship (e.g., health issues, victim of property theft, family emergency or circumstances).

Identifying Students Who Are Eligible for Fee Waivers: Verification of Pell-eligibility shall be determined by departments who will access the students' financial aid offer letters through BearFacts. Required documentation for significant hardships as described above is up to the discretion of the department charging the fee, but the department's request should not place an additional hardship or burden on the students. Examples of appropriate documentation may include health statement from doctor, police report, letter from faculty or staff member with knowledge of the hardship, etc.

Referring Students to Appropriate Services: We strongly encourage staff and faculty members who encounter students in financial difficulty to refer these students to the appropriate unit or units for advice and counsel to develop the most effective strategies to meet students' needs. For undergraduates, this may be Student Life Advising Services/EOP (119 César Chávez Center, 642-7224) or the Financial Aid Office (250 Sproul Hall, 642-6442), or other services on campus. Graduate students should consult with their department.

Assistance Concerning Fee Waivers. Undergraduate students who feel that they have been unfairly denied a waiver for a miscellaneous fee should contact Student Life Advising Services/EOP, 119 César Chávez Center, 642-7224 and speak to an academic counselor.

Fees and Administrative Error: It is expected that departments and units will develop a process to refund all miscellaneous student fees incurred as a result of administrative error.