

# Fees

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the chancellor, or the presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (*California Education Code Sections 66028 - 66028.6*).

Students will be liable for amounts that become due as a result of such change.

For updated information regarding the fee structure for 2016-2017 refer to the online *Class Schedule* or Student Account Services website at <http://www.sdsu.edu/sas>.

Tuition and fees must be paid prior to accessing the WebPortal to register. Payments are accepted for the exact amount of fees. Overpayments of \$10.00 or less are refunded only upon request. If your payment for tuition and fees is returned by the bank for any reason, your registration may be canceled and you will be billed \$55.00 (a dishonored payment charge of \$35.00 and late fee of \$20.00). Payment of tuition and fees should be made online or by check or money order. The university reserves the right to refuse payment by personal check or eCheck from those individuals who have previously had items returned unpaid by their bank. Refunds may be applied against other amounts due to the university.

You may pay your fees online using your checking account information (eCheck). There is no additional fee assessed for this service. Visit the Student Account Services website at <http://www.sdsu.edu/sas> and see Online Student Account Services.

In cooperation with SDSU, CASHNet™SmartPay allows students to pay their tuition and fees and/or out-of-state tuition with American Express, Discover Card, MasterCard, or VISA. CASHNet™SmartPay is accessed directly from your online student account. Visit the Student Account Services website at <http://www.sdsu.edu/sas> and see Online Student Account Services.

Payments made via CASHNet™SmartPay are received by Student Account Services no later than the next business day, so the registration process is not delayed. CASHNet™SmartPay assesses each customer a service charge based on the transaction amount. See the website for details.

## ADMINISTRATIVE / FINANCIAL HOLDS

All administrative and financial holds must be cleared prior to submittal of payment for registration or other university services. See "Fees and Debts Owed to the Institution" in this section of the catalog. Acceptance of payment by the university does not constitute completion of registration or guarantee of services if any kind of administrative or financial hold exists.

Depending on the situation, you may be required to clear your hold with cash, money order, or certified check.

## BASIC TUITION FEES – ALL STUDENTS

(On basis of units carried.)

The following reflects applicable systemwide fees. These fees are subject to change. Fee payment information and instructions are in Money Matters available at <http://www.sdsu.edu/sas>.

Auditors pay same fees as students carrying courses for credit. Nonresident (foreign and out-of-state) students pay additional fees – see information below. Thesis extension, other zero unit courses, and half unit courses are charged as one unit for fee purposes.

### BASIC TUITION AND FEES

#### FALL 2016/SPRING 2017, Per Semester

<i>Units Attempted</i>	<i>Basic Tuition and Fees</i>
<b>Undergraduate</b>	
0 units – 6.0 units.....	\$2,393.00
6.1 or more units.....	\$3,542.00
<b>Graduate</b>	
0 units – 6.0 units.....	\$2,759.00
6.1 or more units.....	\$4,175.00

<b>Teaching Credential Candidates</b>	
0 units – 6.0 units.....	\$2,648.00
6.1 or more units.....	\$3,980.00
<i>Units Attempted</i> <i>Basic Tuition and Fees</i>	
<b>Education Doctoral Students *</b>	
0 units – 6.0 units.....	\$6,365.00
6.1 or more units.....	\$6,365.00
<b>Nursing Doctoral Students *</b>	
0 units – 6.0 units.....	\$7,976.00
6.1 or more units.....	\$7,976.00
<b>Physical Therapy Doctoral Students *</b>	
0 units – 6.0 units.....	\$8,880.00
6.1 or more units.....	\$8,880.00

\* Does not include joint doctoral students.

Tuition and fees above include a Student Body Association Fee of \$35.00, a Student Union Fee of \$237.00, a Health Facilities Fee of \$25.00, an Instructionally Related Activities Fee of \$184.00, a Health Services Fee of \$150.00, a Library Use Fee of \$25.00, a Student Success Fee of \$150.00, and a Basic Tuition Fee of either \$1,587.00 or \$2,736.00 for undergraduate students, \$1,953.00 or \$3,369.00 for graduate students, \$1,842.00 or \$3,174.00 for teaching credential candidates, or \$5,559.00 for education doctoral students, \$7,170 for nursing doctoral students, or \$8,074.00 for physical therapy doctoral students, depending on unit load.

Imperial Valley Campus students pay a Student Body Association Fee of \$65.00, a Student Union Fee of \$24.00, a Health Facilities Fee of \$3.00, a Health Services Fee of \$10.00, and an Instructionally Related Activities Fee of \$15.00. Imperial Valley Campus students do not pay the Library Use Fee. See *Imperial Valley Campus Bulletin* for details.

The total fee paid per term will be determined by the number of units taken.

Mandatory systemwide fees are waived for those individuals who qualify for such exemption under the provisions of the *California Education Code*. See "Exemptions" in this section of the catalog.

Students are charged campus fees in addition to tuition fees and other systemwide fees.

**Optional Fees:** The CSU Board of Trustees adopted the Student Involvement and Representation Fee (SIRF), establishing a stable funding model for the California State Student Association (CSSA). The new funding model expands independence and builds capacity to engage students in advocacy and policy making. The funding model consists of a \$2 per-term fee assessed to each CSU student, on a voluntary basis, allowing the choice to opt-out each semester.

### PROFESSIONAL PROGRAM FEE

Graduate students in the College of Business must pay an additional \$254.00 per unit for all units taken as a requirement for graduation for the following degrees. This fee is in addition to basic tuition and fees and nonresident tuition.

- MBA Master of Business Administration
- MS Accountancy
- MS Business Administration
- MS Information Systems

A fee waiver is available for courses that are not used to meet degree requirements (excluding prerequisite courses). Contact the Graduate Business Programs Office, Education and Business Administration, Room 448, for details.

## Fees

### TUITION FOR NONRESIDENT STUDENTS (Foreign and Out-of-State)

Nonresident tuition is paid in addition to basic tuition and fees and other systemwide fees charged to all students. Tuition will be charged for all units attempted. The total nonresident tuition paid per term will be determined by the number of units taken.  
Per unit..... \$372.00

(Mandatory systemwide fees are waived for those individuals who qualify for such exemption under the provisions of the *California Education Code*. For fee-paying purposes, zero unit and half-unit courses are counted as one unit. See **Liability for Payment** section for additional important information.)

Health insurance (mandatory for foreign students)  
Per year, approximately .....\$700.00

### Cost of Living

San Diego State University establishes standard student budgets in coordination with the California State University system that meet federal requirements. Student budgets, updated annually to account for inflation are currently:

#### Costs of Attendance for the 2016-2017 Academic Year

	Living off Campus	Living on Campus	Commuting from Home
Basic tuition and fees.....	\$7,084	\$7,084	\$7,084
Books and supplies .....	1,818	1,818	1,818
Food and housing .....	12,050	14,812	4,231
Transportation .....	1,880	1,464	1,511
Miscellaneous/Personal .....	1,416	1,416	1,416
Total .....	\$24,248	\$26,594	\$16,060

The academic year basic tuition and fees for teacher credential students are \$7,960. Basic tuition and fees are \$8,350 for post-baccalaureate students, \$12,730 for education doctoral (Ed.D.) students, \$15,952 for nursing doctoral students, and \$17,760 for physical therapy doctoral students. Business students in selected degree programs pay an additional \$254 per unit (refer to the Professional Program Fee information). Nonresident tuition is an additional \$372 per unit.

#### All fees and costs are subject to change without notice.

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Students will be liable for amounts that become due as a result of such change.

For updated information regarding the fee structure for 2016-2017 refer to the online *Class Schedule* or Student Account Services website at <http://www.sdsu.edu/sas>.

### PARKING FEES

Nonreserved parking space, per semester .....	\$165.00
Less than four-wheeled, self-propelled vehicle (motorcycle, moped) .....	\$35.00
Combined student/overnight parking surcharge, per semester .....	\$261.00

Section 42201 of Title 5, *California Code of Regulations*, provides for the waiver of campus parking fees for students with disabilities who have been issued a DMV placard or license plate, and who meet low income requirements. For further information regarding eligibility, contact the Student Disability Services Office (Calpulli Center, Room 3101). Additional parking information is available at <http://police.sdsu.edu/dps/parking.aspx>.

### MISCELLANEOUS FEES

(Fees payable when service is rendered.)

Application for admission or readmission (NONREFUNDABLE) .....	\$55.00
Athletic cheer team membership fee (fee range based on planned competitions and available resources) ....	\$500 to \$1,500
Athletic winter guard membership fee (fee range based on yearly travel plans) .....	\$600 to \$1,500
Counseling Diversion Program fee.....	\$100.00
Counseling Diversion Program fee (missed appointment) .....	\$30.00
Credential application fee* .....	\$55.00
Credential evaluation fee .....	\$25.00
Diploma replacement fee .....	\$12.00
Document copying fee (per page).....	\$1.00
Enrollment confirmation deposit (NONREFUNDABLE) .....	\$400.00
Fingerprinting fee (live scan) plus applicable DOJ and FBI fees.....	\$20.00
Graduation services fee .....	\$55.00
Interest inventory assessment fee .....	\$10.00
Internet reconnect fee (wired/wireless) .....	\$150.00
Late course forgiveness fee .....	\$20.00
Late fee (failure to meet administratively required appointment or time limit) .....	\$20.00
Late key fee .....	\$30.00
Late registration (NONREFUNDABLE).....	\$25.00
Latin diploma fee.....	\$22.00
Lock and locker fee (optional) .....	\$1.00
Loss of or damage to library materials Replacement cost plus service charge .....	\$8.00
Lost key fee (per key) (Late fee also charged when applicable) .....	\$50.00
Musical instrument and audio/visual equipment fee .....	\$20.00
Photo-identification card (one-time cost to new undergraduate and graduate students at time of registration (NONREFUNDABLE) .....	\$18.00
Photo-identification card replacement fee .....	\$20.00
Police report fee .....	\$10.00
Registration installment plan service charge (NONREFUNDABLE) .....	\$60.00
Resident affiliate program (RAP) fee .....	\$25.00
Returned payment fee ** .....	\$35.00
Teacher Education Credential Application processing/advising fee .....	\$25.00
Tow fee .....	\$150.00
Towel fee (optional) .....	\$4.00
Transcript of record, official (per transcript) .....	\$7.00
Official Transcript of Record - On Demand (per transcript) (\$20.00 for first transcript and \$5.00 for each additional on demand transcript printed at the same time.) .....	\$20.00
Tuition (Foreign and Out-of-State) installment plan service charge .....	Equal to 15% of each installment payment
Vehicle boot fee .....	\$150.00

\* Established by and payable to the California Commission on Teacher Credentialing.

\*\* Late fee also charged when applicable.

### MISCELLANEOUS INSTRUCTIONAL COURSE CHARGES

Optional and mandatory course charges are assessed for a number of courses and laboratories offered at SDSU.

A list of the courses and fee amounts can be found at <http://www.sdsu.edu/sas> under Money Matters. The courses are also footnoted in the *Class Schedule*.

## INSTALLMENT PLAN

**Basic Tuition and Fees.** An installment plan is available for students who wish to pay their basic tuition and fees in payments. There is a \$60.00 service charge for this service, paid at the time the initial payment is made. Additional information and instructions are available in the Money Matters section of the Student Account Services website.

**Tuition (Foreign and Out-of-State).** An installment plan is available for students who wish to pay their tuition in payments. There is a 15% service charge applied to each installment payment. Additional information and instructions are available on the Student Account Services website at <http://www.sdsu.edu/sas>.

## CREDIT CARDS

Student Account Services/Cashiers does not accept credit cards for payment of tuition and fees except as applicable under the terms of the Installment Plan. Visa and MasterCard debit cards may be used for payment of student fees. American Express, MasterCard, Visa, and Discover Card charge cards are accepted for other payments, such as housing, parking, health services, continuing education, installment payments, and miscellaneous over-the-counter payments. In cooperation with SDSU, CASHNet™SmartPay does afford students the choice to use a credit card (American Express, MasterCard, Discover Card and Diners Club Card) to pay tuition and fees. Refer to fees section on previous page. Most ATM cards are also accepted for payment of miscellaneous charges. Additional information is available from Student Account Services.

## LIABILITY FOR PAYMENT

Whether or not an invoice is received from the university, students are liable for payment of all tuition and fees related to **units held on or added after the close of business on the 12th day** following the commencement of instruction. Foreign and out-of-state students are also liable for tuition related to all **units held on or added after the close of business on the 12th day** following the commencement of instruction.

All continuing students participating in online registration must make tuition and fee payments by the deadline as instructed.

Nonresident (foreign and out-of-state) tuition must be paid prior to the first day of classes. Nonresident and foreign students must pay or sign up for the Tuition Installment Plan for a minimum of 12 units (9 units graduate) at the time of registration. Undergraduate foreign students wishing to pay fewer than 12 units and graduate students wishing to pay fewer than nine units must submit an approved Application for Reduced Course Load available through the International Student Center.

**IT IS THE STUDENT'S RESPONSIBILITY TO BE AWARE OF TOTAL TUITION AND FEES DUE.** Additional fees that may become due as a result of units added during the semester must be paid at Student Account Services/Cashiers at the time the units are added. Note fee schedule above. **LATE PAYMENTS FOR TUITION AND FEES ARE SUBJECT TO AN ADDITIONAL LATE FEE AND APPLICABLE SERVICE CHARGES.**

## DISHONORED CHECK

If your check (either paper or electronic) is returned or not accepted by the bank for ANY REASON, you will be billed for the \$35.00 dishonored payment charge and the \$20.00 late fee when applicable. Nonpayment of tuition or fees may result in cancellation of your registration and withholding of further services until all financial liabilities have been resolved.

The university reserves the right to refuse payment by personal check, eCheck, or credit card from those individuals who have previously had items returned unpaid by their bank.

## REFUND OF MANDATORY FEES

Regulations governing the refund of mandatory fees, including nonresident tuition, for students enrolling at the California State University are included in Section 41802 of Title 5, *California Code of Regulations*. For purposes of the refund policy, mandatory fees are defined as those systemwide and campus fees that are required to be paid in order to enroll in state-supported academic programs at the California State University. Refunds of fees and tuition charges for self-support, special session, and extended education programs or courses at the California State University are governed by a separate policy established by the university, available at <http://www.sdsu.edu/sas>.

In order to receive a full refund of mandatory fees, less an administrative charge established by the campus, including nonresident tuition, a student must cancel registration or drop all courses prior to the first day of instruction for the term. Information on procedures and deadlines for canceling registration and dropping classes is available at <http://www.sdsu.edu/registrar>.

For state-supported semesters, quarters, and non-standard terms or courses of four (4) weeks or more, a student who withdraws during the term in accordance with the university's established procedures or drops all courses prior to the campus-designated drop period will receive a refund of mandatory fees, including nonresident tuition, based on the portion of the term during which the student was enrolled. No student withdrawing after the 60 percent point in the term will be entitled to a refund of any mandatory fees or nonresident tuition.

A student who, within the campus designated drop period and in accordance with the campus procedures, drops units resulting in a lower tuition and/or mandatory fee obligation shall be entitled to a refund of applicable tuition and mandatory fees less an administrative charge established by the campus.

For state-supported non-standard terms or courses of less than four (4) weeks, no refunds of mandatory fees and nonresident tuition will be made unless a student cancels registration or drops all classes in accordance with the university's established procedures and deadlines, prior to the first day of instruction for state-supported non-standard terms or courses or prior to the first meeting for courses of less than four (4) weeks.

Students will also receive a refund of mandatory fees, including nonresident tuition, under the following circumstances:

- The fees were assessed or collected in error;
- The university cancelled the course for which the fees were assessed or collected;
- The university makes a delayed decision that the student was not eligible to enroll in the term for which mandatory fees were assessed and collected and the delayed decision was not due to incomplete or inaccurate information provided by the student; or
- The student was activated for compulsory military service.

Students who are not entitled to a refund as described above may petition the university for a refund demonstrating exceptional circumstances and the chief financial officer of the university or designee may authorize a refund if he or she determines that the fees and tuition were not earned by the university.

Information concerning any aspect of the refund of fees may be obtained from Student Account Services. Refunds may be applied against other amounts due to the university.

## RETURN TO TITLE IV FINANCIAL AID REQUIREMENTS

The following policy is required by the Higher Education Amendments of 1998 (Public Law 105-244, enacted October 7, 1998).

When a student who has received Title IV financial aid withdraws, or otherwise fails to complete a period of enrollment for which he or she was charged, the institution is required to determine if unearned aid must be returned to the federal accounts. Calculations will be based on the withdrawal date and the percentage of the period of enrollment completed. If Title IV funds have been disbursed during the enrollment period, aid will first be returned by the institution to the programs in the order listed below as required by law and determined by the university. If funds have been disbursed directly to the student, he or she may be required to repay any unearned aid. In some cases where eligibility for aid exceeds the amount disbursed, the regulations allow for a post-withdrawal disbursement. If eligible for a post-withdrawal disbursement, the university will notify you of the process required to receive the funds.

Title IV Financial Aid consists of the following programs:

- Unsubsidized William D. Ford Federal Direct Loan
- Subsidized William D. Ford Direct Loan
- Federal Perkins Loan
- William D. Ford Federal Direct PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Teach Grant

Examples of refund calculations are available upon request at Student Account Services.

**REFUND OF PARKING FEES**

**Refunds are not automatic.** This schedule of refunds refers to calendar days, commencing on the date of the term when instruction begins.

Nonreserved space per semester:

<i>Period</i>	<i>Amount of Refund</i>
First week of class .....	100 percent of fee
Second and third week .....	75 percent of fee
Fourth week through end of sixth week .....	50 percent of fee
Seventh week through tenth week .....	25 percent of fee
Eleventh week through end of term .....	None

Your parking permit must be turned in to Parking Services at the time you file your refund application. The amount of refund is rounded down to the nearest dollar. No refund is made for amounts of \$5.00 or less. Refunds may be applied against other amounts due to the university.

**LATE REGISTRATION FEE**

The Late Registration fee (\$25) pertains to those students who have not paid fees or registered for at least one course prior to the first day of classes. Newly admitted students **MAY** be exempted from this fee. The registration process is not complete until all fees due are paid and you are officially enrolled in classes through the Office of the Registrar.

**CANCELLATION OF REGISTRATION OR WITHDRAWAL FROM THE UNIVERSITY**

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term **are required** to follow the university's official withdrawal procedures. Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available from the Office of the Registrar.

Students who receive financial aid funds **must consult** with the Office of Financial Aid and Scholarships prior to withdrawing from the university regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. Students who have received financial aid and withdraw from the institution during the academic term or payment period may need to return or repay some or all of the funds received, which may result in a debt owed to the institution.

**APPEALS PROCESS – STUDENT ACCOUNT SERVICES**

An appeals process exists for students who believe that individual circumstances warrant exceptions from published policy. Students should file a "Petition for Special Consideration" obtainable at Student Account Services. Petitions must be filed with Student Account Services **prior to the end of the 12th week of classes.**

Petitions for refunds outside the scope of published policy are approved only when applicants can demonstrate exceptional circumstances, and the chief financial officer or designee determines that the tuition and fees were not earned by the university.

**SUMMER SESSION FEES**

Refer to SDSU Summer Session *Class Schedule* for schedule of fees.

**COLLEGE OF EXTENDED STUDIES COURSE FEES**

Refer to College of Extended Studies Catalog for schedule of fees.

**EXEMPTIONS**

Students receiving vocational rehabilitation benefits (U.S. Code, Title 38, Chapter 31) or the eligible dependents of veterans with service-connected disability or death (*California Education Code*, Section 32320) will have eligible tuition and fees paid or waived under provisions of these respective programs. See *Class Schedule* for instructions regarding deadlines for submission of documents to Student Account Services/Cashiers.

Those students who are eligible dependents of veterans with service-connected disability or death (*California Education Code*, Section 32320) must apply to the Regional Office of the Department of Veterans Affairs for the fee waiver in the year they apply to SDSU and all subsequent years they attend. Fee waiver (and refund of fees

paid) will be approved for a prior academic year only if an application for certification of disabled status is pending with the United States Department of Veterans Affairs.

Further information regarding these programs is available in the Joan and Art Barron Veterans Center located in Student Services West. Call 619-594-5813 or visit <http://www.sdsu.edu/veterans> for more information.

**FREE WAIVERS AND EXEMPTIONS**

The *California Education Code* provides for the waiver of mandatory systemwide fees as follows:

**Section 66025.3** – Dependent eligible to receive assistance under Article 2 of Chapter 4 of Division 4 of the Military and Veterans Code; child of veteran of the United States military who has a service-connected disability, has been killed in service, or has died of a service-connected disability, and meets specified income provisions; dependent, or surviving spouse (who has not remarried) of a member of the California National Guard who, in the line of duty, and while in the active service of the state, was killed, died of a disability resulting from an event that occurred while in the active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state; and undergraduate student who is a recipient of or child of a recipient of a Medal of Honor, under 27 years old, meets the income restriction and California residency requirement;

**Section 68120** – Qualifying children and surviving spouses/registered domestic partners of deceased public law enforcement or fire suppression employees who were California residents and who were killed in the course of active law enforcement or fire suppression duties (referred to as Alan Pattee Scholarships); and

**Section 68121** – Qualifying students enrolled in an undergraduate program who are the surviving dependent of any individual killed in the September 11, 2001 terrorist attacks on the World Trade Center in New York City, the Pentagon building in Washington, D.C., or the crash of United Airlines Flight 93 in southwestern Pennsylvania, if the student meets the financial need requirements set forth in Section 69432.7 for the Cal Grant A Program and either the surviving dependent or the individual killed in the attacks was a resident of California on September 11, 2001. Students who may qualify for these benefits should contact the Admissions/Registrar's Office for further information and/or an eligibility determination.

The *California Education Code* provides for the following nonresident tuition exemptions:

**Section 68075.7** – Nonresident students are exempt from paying nonresident tuition or any other fee that is exclusively applicable to nonresident students if they (1) reside in California, (2) meet the definition of "covered individual" as defined in subsection (c) of Section 3679 of Title 38 of the United States Code, as that provision read on July 1, 2015; and (3) are eligible for education benefits under either the federal Montgomery GI Bill-Active Duty program or the Post-9/11 GI Bill program.

**Section 68122** – Students who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status are exempt from paying nonresident tuition if they (1) attended high school in California for three or more years; (2) graduated from a California high school or attained the equivalent; and (3) registered as an entering student or are currently enrolled at a CSU campus.

**Section 68130.5** – Students who are not residents of California are exempt from paying nonresident tuition if they (1) attended high school in California for three or more years; (2) graduated from a California high school or attained the equivalent; and (3) registered as an entering student or are currently enrolled at a CSU campus. In addition, students without lawful immigration status will be required to file an affidavit stating that they have filed an application to legalize their immigration status, or will file an application as soon as they are eligible to do so. This exemption from paying nonresident tuition does not apply to students who are nonimmigrant aliens within the meaning of 8 United States Code 1101(a)(15), except as provided by Section 68122 above.

Students who may qualify for these benefits should contact the Office of the Registrar for further information and/or an eligibility determination.

### OVER 60 FEE WAIVER PROGRAM

San Diego State University offers a fee waiver program for California residents 60 years of age and older. Both undergraduate and post-baccalaureate students may participate in the program. The program waives the \$55 admission application fee and regular registration fees (except for a nominal fee). Participants must apply for admission during the regular application filing period and be admitted under regular admission requirements. Participants register for classes on a space-available basis after regularly matriculated students have completed registration. For additional information, contact the Office of Admissions.

### PROCEDURE FOR THE ESTABLISHMENT OR ABOLISHMENT OF CAMPUS-BASED MANDATORY FEES

The law governing the California State University provides that specific campus fees defined as mandatory, such as a student body association fee and a student body center fee may be established. A student body association fee must be established upon a favorable vote of two-thirds of the students voting in an election held for this purpose (*California Education Code*, Section 89300). The university president may adjust the student body association fee only after the fee adjustment has been approved by a majority of students voting in a referendum established for that purpose. The required fee shall be subject to referendum at any time upon the presentation of a petition to the university president containing the signatures of 10 percent of the regularly enrolled students at the university. Student body association fees support a variety of cultural and recreational programs, childcare centers, and special student support programs. A student body center fee may be established only after a fee referendum is held which approves by a two-thirds favorable vote the establishment of the fee (*California Education Code*, Section 89304). Once bonds are issued, authority to set and adjust student body center fees is governed by provisions of the State University Revenue Bond Act of 1947, including, but not limited to, *California Education Code* sections 90012, 90027, and 90068.

The process to establish and adjust other campus-based mandatory fees requires consideration by the campus fee advisory committee and a student referendum as established by CSU Executive Order 1102, Section III. The university president may use alternate consultation mechanisms if he/she determines that a referendum is not the best mechanism to achieve appropriate and meaningful consultation. Results of the referendum and the fee committee review are advisory to the university president. The president may adjust campus-based mandatory fees, but must request the chancellor to establish a new mandatory fee. The president shall provide to the campus fee advisory committee a report of all campus-based mandatory fees. The campus shall report annually to the chancellor a complete inventory of all campus-based mandatory fees.

For more information or questions, contact the Budget Office in the CSU Chancellor's Office at 562-951-4560.

### FEES AND DEBTS OWED TO THE INSTITUTION

Should a student or former student fail to pay a fee or a debt owed to the institution, the institution may "withhold permission to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise, or any combination of the above from any person owing a debt" until the debt is paid (see Title 5, *California Code of Regulations*, Sections 42380 and 42381).

Prospective students who register for courses offered by the university are obligated for the payment of fees associated with registration for those courses. Failure to cancel registration in any course for an academic term prior to the first day of the academic term gives rise to an obligation to pay student fees including any tuition for the reservation of space in the course.

The institution may withhold permission to register or to receive official transcripts of grades or other services offered by the institution from anyone owing fees or another debt to the institution. The institution may also report the debt to a credit bureau, offset the amount due against any future state tax refunds due the student, refer the debt to an outside collection agency and/or charge the student actual and reasonable collection costs, including reasonable attorney fees if litigation is necessary, in collecting any amount not paid when due.

If a person believes he or she does not owe all or part of an asserted unpaid obligation, that person may contact Student Account Services. Student Account Services, or another office on campus to which Student Account Services may refer the person, will review all pertinent information provided by the person and available to the campus and will advise the person of its conclusions.