**** California State University, Los Angeles

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**To:** Deans, Associate Deans, and Senate Exec **Date:** February 15, 2016

**From:** Karin Elliott Brown, Dean of Graduate Studies

Michelle Hawley, Dean of Undergraduate Studies

**Subject:** International and Non-Resident Student Tuition Fee Waiver Program

**2016 DEADLINES**: **April 1, 2016**

Graduate applicants should be submit their application to their College Associate Dean’s office.

Undergraduate Applicants should be submit their application to the Office of Undergraduate Studies (ADM 725)

**GENERAL INFORMATION**: Tuition waiver units are allocated each year through the International and Non-Resident Student Tuition Fee Waiver Program for Undergraduate and Graduate Students as described below.

**Undergraduate Students:** Governed by Education Code Section 89706, fee waivers or tuition fee reductions for matriculated undergraduate degree-seeking students are available only to non-resident undergraduate students who are citizens of foreign countries; they are not available to non-resident domestic undergraduate students. Eligible matriculated non-resident undergraduate degree-seeking international students (1) must provide evidence of: (a) a demonstrable financial need and (b) exceptional scholastic ability and prior scholastic achievement; and (2) must enroll in at least 10 quarter or semester units each term. Importantly, student athletes shall not be granted these waivers based solely upon athletic ability or athlete status; however, such a student athlete who otherwise meets the scholastic requirements of Section 89706 may be granted a tuition fee waiver or tuition fee reduction independent of athletic skills or athlete status.

**Graduate Students:** Education Code Section 89707 allows non-resident tuition fee waivers or tuition fee reductions to be granted to non-resident graduate students who are either domestic non-resident students or citizens of a foreign country. In both cases the graduate student (1) must provide evidence of: (a) demonstrable financial need; or (b) exceptional scholastic ability and prior scholastic achievement; and (2) must enroll in at least 10 quarter or semester units per term or be employed by the CSU for 20 hours or more a week but less than full time.

**APPLICATION PROCESS FOR GRADUATE STUDENTS:**

***Applications*** are available on the WEBPAGE OF GRAD STUDIES: [Graduate Application](http://www.calstatela.edu/sites/default/files/groups/Office%20of%20Graudate%20Studies%20%28Admissions%29/grad_international_and_non-res_fee_waiver_grad_app.pdf)

Prospective and Current Graduate students should submit their applications to the Associate Dean of their home Colleges

***College Recommendations*:** Colleges nominate new, prospective students to the college or currently-enrolled graduate students, but award priority will go toward recruiting new, graduate students not previously affiliated with Cal State LA. In their nominations, the college will rank order their top nominees and forward to the Dean of Graduate Studies along with the student applications and supporting documents.

***Award Decisions*:** Students will be informed of the decision on their application in early May of 2016.

**APPLICATION PROCESS FOR UNDERGRADUATE STUDENTS**

Applications are available on the webpage of undergraduate studies: [Undergraduate Application](http://tinyurl.com/ugs-non-resident-fee-waiver)

***Review Process*:** Applications will be reviewed by the Undergraduate International Fee Waiver Committee. ***Award Decisions****:* Students will be informed of the decision on their application in early May of 2016.