

POLICY ON STUDENT GOVERNMENT SCHOLARSHIPS

DEFINITIONS 1

BACKGROUND AND PURPOSE..... 2

POLICY STATEMENT 2

STANDARDS AND PROCEDURES..... 2

 1.0 CLASSIFICATION OF PAYMENTS AS SCHOLARSHIPS 2

 2.0 ELIGIBILITY 3

 3.0 ELIGIBLE POSITIONS..... 3

 4.0 SCHOLARSHIP LEVELS..... 4

 4.1 *Elected Executive Officers* 4

 4.2 *Appointed ASI Officers* 4

 4.3 *All Other Positions*..... 4

 5.0 DISBURSEMENT OF SCHOLARSHIPS 4

 6.0 TAXABILITY 4

ADMINISTRATION..... 5

FORMS..... 5

DEFINITIONS

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Annual budget preparation process	Annual process during which ASI management prepares an estimate of revenues and expenses for the upcoming fiscal year
Books and supplies	The average cost of textbooks, course materials, and school supplies per academic year.
Cost of attendance	The average cost to attend CSULB for one academic year
Personal expenses	Miscellaneous living expenses, such as clothing and entertainment, incurred by the average student during the academic year

Room and board	The average cost per academic year to live off-campus in Long Beach while attending CSULB. It includes housing and meals and assumes shared housing with a roommate.
Scholarship	A payment made to support a student's education, awarded on the basis of academic or other achievement. Scholarships include funds awarded for tuition, fees, room, board, books, transportation, and other educational expenses.
Transportation	The average cost of transportation to campus from out of town and vice versa, excluding vehicle maintenance.
Tuition and fees	Mandatory fees required of all students to enroll in and attend CSULB

BACKGROUND AND PURPOSE

The Associated Students, Incorporated recognizes that student government positions demand considerable time and effort to complete effectively their assigned duties and responsibilities. For students occupying these positions, time spent on tasks associated with student leadership is time away from research or study and involves a sacrifice of opportunities to earn income and pursue family and community responsibilities. Consequently, the conferring of scholarships is considered appropriate both to attract students into positions of responsibility and to reward them for the responsibilities fulfilled.

As stated in the Associated Students Bylaws, Chapter 2, Article 1, section 1.C the Senate is granted the power to establish during normal budgetary process, student government scholarships to elected or appointed student officers for service to student government. It is the expressed intent of the Associated Students Senate that all such scholarships are intended to reward student officers for their service to student government.

These student government scholarships are intended to encourage the participation of the highest caliber of students regardless of financial means.

POLICY STATEMENT

It is the policy of the Associated Students, Incorporated (ASI) to encourage ongoing participation in student government positions by awarding scholarships to offset students' educational expenses and the potential loss of income that can result from committing to serve as an elected and appointed student leader.

In implementing this policy, it is the intent of the Associated Students, Incorporated to ensure that the awarding of student government scholarships is compatible with the legislative intent of California Assembly Bill 844 adopted on October 8, 2011. This legislation amended California Education Code Section 66016.3(a) to read, "Any student, including a person without lawful immigration status, or a person who is exempt from nonresident tuition pursuant to Section 68130.5, may serve in any capacity in student government at the California State University...and receive any grant, scholarship, fee waiver, or reimbursement for expenses incurred connected with that service to the full extent consistent with federal law."

STANDARDS AND PROCEDURES

1.0 CLASSIFICATION OF PAYMENTS AS SCHOLARSHIPS

In order for a payment to be considered a “scholarship,” there must be no requirement that the student recipient maintain office hours, fulfill specific responsibilities, or meet certain standards of performance as a condition of receiving the payment. Otherwise, the payment would represent taxable compensation for services rendered.

To ensure that these payments are clearly identified as scholarships, participants in student government will continue to receive their respective scholarships for the duration of their terms of office provided they meet all eligibility requirements for remaining in that office.

2.0 ELIGIBILITY

To be eligible for scholarships, students must minimally meet the regulations articulated in CSULB Campus Regulations Chapter VII: Academic Eligibility Qualifications for Student Office Holders. Additionally, students must be registered and enrolled at CSULB for each academic term of their government service, must maintain a minimum 2.5 cumulative and semester Grade Point Average (GPA), and must maintain a minimum of six (6) units per academic term, regardless of undergraduate or graduate status. Each student has an affirmative obligation to disclose to the Assistant Director of Government Affairs and Initiatives any withdrawal from the university within 24 hours of any such action. Exceptions to the minimum unit requirement for graduate students may be granted on a case by case basis; students seeking such an exception shall contact the ASI Treasurer, in writing, to indicate the reason for seeking an exception, and the ASI Treasurer will respond to those requests within 14 calendar days.

Students will be entitled to receive scholarships only for such time as they meet university eligibility requirements for the position held. In addition, no student shall receive more than one scholarship from ASI during any one semester. If a student serving in one position within ASI receives a scholarship for that service, they shall not be eligible to receive an additional scholarship for serving in another assignment.

3.0 ELIGIBLE POSITIONS

Student government positions eligible for scholarships under the policy are identified in the Associated Students Bylaws, as periodically amended by the Associated Students Senate/Board of Directors. Other student government positions may be awarded scholarships provided they have been identified in the annual operating budget as approved by the Senate/Board of Directors.

Positions currently identified as eligible for scholarships include the following:

- Executive Officers – President, Vice President and Treasurer
- ASI Chief Officers – Chief Diversity Officer and Chief Government Relations Officer
- Commissioners
- Senators
- Student Trustees-at-Large
- Student-at-Large Representatives
- Chief Justice and Associate Justices
- Government Elections Officer

Proposed changes to the positions eligible to receive scholarships and the level of scholarships awarded will be reviewed periodically by the Board of Control. Recommended changes must be forwarded to the Senate for approval.

4.0 SCHOLARSHIP LEVELS

The total budget for student government scholarships to be awarded during the upcoming fiscal year shall be recommended during the annual budget preparation process and forwarded to the AS Senate for approval. Each budget area requesting funds for student government scholarships must disclose as part of their budget proposal the title of each position receiving a scholarship and the corresponding amount.

Upon approval of the operating budget, the amount to be awarded to each position becomes a part of the annual budget. Individual amounts may not be revised during the fiscal year in which the amount has already been established for that term of office.

At no time will any student government scholarship exceed the costs of attendance for California residents for an undergraduate student living off-campus as published by the CSULB Office of Financial Aid.

4.1 ELECTED EXECUTIVE OFFICERS

Scholarships awarded to the President, Vice President, and Treasurer will be in amount equivalent to the "CSULB Costs of Attendance, based on 7+ units per semester enrollment" for an undergraduate student living off-campus as published on the CSULB website. In addition to covering the cost of tuition and fees, the scholarship is intended to cover the Executive Officers' "additional costs," defined as room and board, books and supplies, transportation, and personal expenses.

4.2 APPOINTED ASI OFFICERS

Scholarships awarded to positions identified in the Bylaws as "ASI Officers" or "Chief Officers" will be in the amount equivalent to 65% of the scholarship amount awarded to the Elected Executive Officers.

4.3 ALL OTHER POSITIONS

The amount of scholarships awarded to all other student government positions will be determined annually during the annual budget preparation process.

5.0 DISBURSEMENT OF SCHOLARSHIPS

Scholarships are awarded on an academic-term basis. Disbursement of the scholarship shall be made six weeks after the beginning of the academic session in which the student serves in the eligible position.

Students who are elected or appointed after the beginning of an academic term shall only be entitled to a pro rata share of that term's scholarship determined by the date the student assumes office. The ASI Executive Director shall maintain the responsibility to coordinate the processing of said scholarships in such circumstances.

6.0 TAXABILITY

Any amount of a scholarship that is used to pay for room and board and other living expenses may represent taxable income to the recipient. Students awarded such scholarships are strongly encouraged to consult with a qualified tax preparer to determine if they will owe taxes. ASI assumes no responsibility for any tax liabilities incurred by a recipient of a student government scholarship.

ADMINISTRATION

All scholarships awarded under this policy will be administered through the Office of Financial Aid in accordance with CSULB financial aid policies and procedures.

The Assistant Director of Government Affairs and Initiatives is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed no less than every three years and revised as needed, unless earlier revisions are necessitated by changes in state or federal law or the regulations of CSULB or the California State University Office of the Chancellor.

FORMS

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Scholarship & Educational Award Profile	To establish the availability of a scholarship with the CSULB Office of Financial Aid, including amount, eligibility requirements, and selection criteria	CSULB Enrollment Services	ASI Executive Director	April; however, scholarships can also be created throughout the academic year
Scholarship & Educational Award Profile Confirmation Form	To confirm the continued funding and availability of a previously established scholarship	CSULB Enrollment Services	ASI Executive Director	April
Payment Transmittal Form	To initiate the payment, revision, or withdrawal of a scholarship to a student recipient	CSULB Enrollment Services	Assistant Director, Government Affairs and Initiatives	Varies based on type of position