



ASSOCIATED STUDENTS OF CAL STATE LA, INC.

Administrative Policies

POLICY 005 - Grant-In-Aid

1. **PURPOSE:**

To establish procedures for processing Grant-In-Aid paperwork, and for payment of Grant-In-Aid (GIA) stipends to student directors.

2. **REFERENCES:**

ASI Bylaws
ASI Codes of Procedures
ASI Request for Payments or Purchase (RPP) Procedure
ASI Operational Manual
California Administrative Code
Education Code
Corporations Code of the State of California
Board of Trustees of the California State University (applicable policies)

3. **POLICY:**

The Associated Students, Inc. provides Grant-In-Aid payments to eligible student leaders based on a budgeted amount for each position. GIA payments are made in the form of stipend checks, are non-taxable, and will be incorporated into a student's financial aid package.

3.1. **Eligibility.** The Dean of Students Office, determines eligibility for all student leaders prior to them being appointed to office. ASI does not provide payment of GIA's to ineligible students, regardless of reason or cause. If a student leader becomes ineligible during the course of their term, they shall be paid for the work performed up until they were determined to be ineligible.

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3.2. **GIA amounts.** GIA amounts are developed in the spring in a GIA Rate Table (see addendum) and incorporated into the annual budget. The GIA Rate Table shall be reviewed annually by the Finance Committee and approved by the Board of Directors as a part of the annual ASI budget.

3.3. **Bi-weekly Submission and Approval**

3.3.1. It is the responsibility of every student leader who is eligible for a GIA to submit a bi-weekly report to their Direct Report according to the GIA Pay Schedule (see addendum).

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3.3.2. The reports will be submitted to the Chief of Staff and reviewed and then signed by the student leader's Direct Report. The Executive Director shall sign the biweekly report for the ASI President.

3.3.3. 3.3.2.1 Supervising Direct Reports shall review each bi-weekly report and

evaluate the quality of work performed in the two-week period and the report. Direct Reports may request the student leader to revise and resubmit their report if it does not meet expectations with a stated deadline. Failure to submit a Bi-weekly report according to the published deadlines in the GIA Pay Schedule will result in an automatic deduction of the student leader's GIA payment.

Disbursement pay periods. GIA stipends are disbursed monthly throughout the leadership term in office - 12 distributions for Board Members and 9 distributions for Academic Senators. The GIA distribution is based on the GIA Pay Schedule, which is created by the ASI Staff and the Chief of Staff.

3.4. **Proration and Adjustments.** All student leaders who are appointed/elected outside of the ASI General Election are pro-rated according to the date they were elected/appointed into office. Student leaders who were appointed into office through an ASI Board of Directors meeting are prorated and are considered "active" upon completion of their verification of eligibility and onboarding.

3.4.1. If a student leader fails to submit a bi-weekly or they do not meet the minimum expectations of their position, are not counted toward the GIA payment for that month and may result in a reduction in the GIA payment for that period.

3.4.2. Student leaders may appeal a reduced GIA to the Executive Director whose decision shall be final.

4. DEFINITIONS:

4.1. Academic Credit - Remedial courses do not count as academic credit

4.2. Grade Point Average (GPA) - Calculated by the University Registrar's Office as the overall 12-month period prior to application.

4.3. Disbursement Period - The business days that count toward calculation of GIA payment. Disbursement covers the period from the previous month.

4.4.

4.5. Elected Student Leaders- Any and all positions who are voted on by the general student body such as Senators and Board of Directors members.

Appointed Student Leaders: Student leadership roles that are not elected by the student body and instead require an application and interview process, which includes the Engagement Commissioner.

Policy History:

Approved: 04/19/01

Approved: 05/15/08

Approved: 10/05/17

Approved: 5/12/22

Revised: TBD

ASI OPERATING PROCEDURE FOR POLICY 005- GRANT-IN-AID

1. The ASI Staff is responsible for generating all GIA paperwork related to processing stipend payments.

1.1 A Request for Payment or Purchase (R.P.P.) and Aid Coordination form must be prepared for all student leaders receiving a GIA. Approval of the following key personnel is

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Student directors who were appointed after the 8th week of the semester has passed are not eligible to receive Disbursement 2. ¶
Student directors who were appointed after the 11th week of the semester has passed are not eligible to receive Disbursement 3. ¶

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necessary on these forms:

1.1.1. The ASI Chief of Staff

1.1.2. The Executive Director

1.2. Paperwork must be submitted by the ASI Administrative Office two weeks prior to the Distribution date.

2. After all signatures have been obtained, copies of the RPP and all supporting documentation must be made and placed on file in the ASI Administrative Office.

3. The original Aid Coordination form must be submitted to the Scholarship Office.

4. The original RPP and all supporting documentation must be submitted to the One-Stop Financial Services Offices where the contracted Accountant at Cal State LA will furnish a check for each eligible student leader:

4.1 Eligibility has been verified,

4.2. Availability of funds have been verified,

4.3. Signatures have been verified, and

4.4. Expenses have been deemed to be properly classified

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1.1.4. The Vice President for Student Life or Designee

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