



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 University 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.

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).

3.3.2. 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. If the supervising Direct Report determines

the work submitted for the period does not meet minimum expectations, the GIA may be reduced with the written approval of the ASI President and the Executive Director.

3.3.3. 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.

3.4. **Disbursement pay periods.** GIA stipends are disbursed three times each semester and twice over the summer to eligible student leaders. The GIA distribution is based on the GIA Pay Schedule, which is established by University and the Executive Director annually.

3.5. **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 starting on the date of the Board of Director's meeting.

3.5.1. Student leaders appointed after the 5th week of the semester are not eligible to receive Disbursement 1.

3.5.2. Student leaders appointed after the 8th week of the semester are not eligible to receive Disbursement 2.

3.5.3. Student leaders appointed after the 11th week of the semester are not eligible to receive Disbursement 3.

3.5.4. If a student leader fails to submit a bi-weekly report or they do not meet the minimum expectations of their position, as determined by their Direct Report, the GIA payment will be reduced, and the student leader will be notified by the Direct Report and/or the ASI Staff.

3.5.5. 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 1 covers the period from the first day of the 1st week, to the last day of the 5th week that a student director is in office. Disbursement 2 covers the period from the first day of the 6th week, to the last day of the 10th week that a student director is in office.

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

4.5. 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 Commissioners, Housing and Military Connected Representative, and the Justices.

Policy History:

Approved: 04/19/01

Approved: 05/15/08

Approved: 10/05/17

Approved: 5/12/22

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 separate Request for Payment or Purchase (R.P.P.) and Coordination of Aid form must be prepared for each student director receiving a GIA. Approval of the following key personnel is necessary on these forms:
 - 1.1.1. The ASI President or Vice President for Administration
 - 1.1.2. The Executive Director
 - 1.1.3. The University President's Designee
 - 1.1.4. The Vice President for Student Life or Designee
 - 1.2. Paperwork must be turned into the ASI Administrative Office by the Monday of the 4th week (for Disbursement 1), and Monday of the 9th week for Disbursement 2) of each semester.
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 Coordination of Aid form must be submitted to the Scholarship Office.
4. The original RPP and all supporting documentation must be submitted to the contracted Accountant at Cal State LA Financial Services. Thereafter, the Cal State LA Business Financial Services Accountant will furnish a check after:
 - 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