



ASSOCIATED STUDENTS OF CAL STATE LA, INC.

Administrative Policies

POLICY 005 - Grant-In-Aid

1. **PURPOSE:**

To establish guidelines for processing Grant-In-Aid paperwork and for payment of Grant-In-Aid (GIA) stipends to student leaders.

2. **REFERENCES:**

ASI Bylaws
ASI Codes of Procedures
ASI Request for Payments or Purchase (RPP) Procedure
California Administrative Code
California 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 scholarship checks that are non-taxable and are 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.

3.2. **GIA amounts.** GIA amounts are developed in the spring in a GIA Rate Table (available upon request) and incorporated into the annual budget. The GIA Rate Table shall be reviewed annually by the Executive Cabinet 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 by the deadlines posted in the GIA Pay Schedule (distributed each semester by the Chief of Staff).

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

3.3.3. Supervising officers 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 for that month.

3.4. **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 dates are posted in the GIA Pay Schedule.

3.5. **Proration and Adjustments.** All student leaders who are appointed/elected outside of the ASI General Election are pro-rated according to their start date. 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.

3.5.1. If a student leader fails to submit a bi-weekly or they do not meet the minimum expectations of their position, their GIA payment for that month and may be reduced for that period.

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

4. **DEFINITIONS:**

- Academic Credit - Remedial courses do not count as academic credit
- Grade Point Average (GPA) - Calculated by the University Registrar's Office as the overall 12-month period prior to application.
- Disbursement Period - The business days that count toward calculation of GIA payment. Disbursement covers the period from the previous month.
- 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: 5/8/25

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

Revised April 2025

1. The ASI Staff is responsible for generating all GIA paperwork required for processing the 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 necessary on these forms: The ASI Chief of Staff and 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 following requirements will be verified, and 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